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ABSTRACT

This resource manual is designed to provide an orientation to the Comprehensive Employment and Training Act and vocational education and to create an awareness of the opportunities for developing effective linkages that will be beneficial to both CETA prime sponsors and local education agencies. The first of three major sections contains overviews of CETA and vocational education. In addition to defining CETA and vocational education, a legislative summary and descriptions of the clients served are presented. The second major section of the guide contrasts planning in CETA and vocational education. A final section describes program implementation and evaluation procedures in CETA and vocational education, and specifically, reviews the funding process, special requirements and restrictions, monitoring procedures, reporting procedures, and evaluation and follow-up procedures. (LRA)

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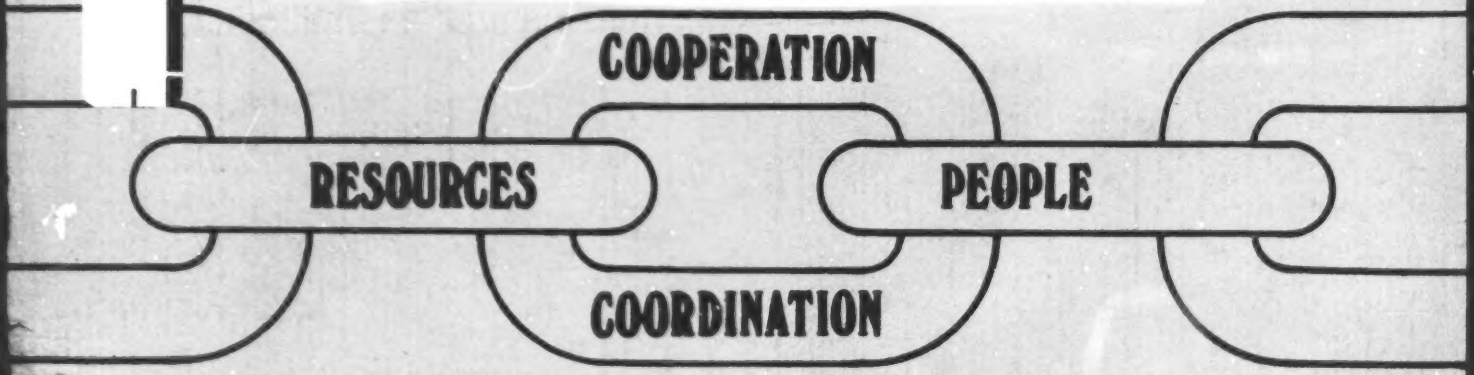
AN ORIENTATION TO CETA & VOCATIONAL EDUCATION

A Resource Manual Designed to Create an Awareness of the Opportunities for Developing Effective Linkages



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FOREWORD

Any permanent comprehensive solution to unemployment, underemployment, and disadvantagedness must involve the joint partnership of vocational education and employment and training services provided through CETA. There are both specific and general mandates for developing effective linkages between vocational education and CETA. However, more than involvement in planning and implementing specific manpower policies at the local level is needed for these two entities to become effective partners in seeking long-term solutions to social and economic problems.

The major purpose of the Manual is to provide an orientation to CETA and vocational education and to create an awareness of the opportunities for developing effective linkages which will be beneficial to both CETA prime sponsors and local education agencies. Neither space nor the reader's patience would permit a detailed explanation of the two major pieces of legislation, their accompanying rules and regulations, or the specific operational procedures followed in the various regions, Balance of State, community colleges, and local school systems. Instead, the major provisions and common guidelines are highlighted. Specific information regarding local requirements should be obtained directly from local personnel responsible for such activities.

It is felt that the development of an awareness of each entity's major responsibilities will provide the basis for seeking out each other as a partner in the further development of linkages which will more effectively meet the needs of the various client groups to be served. This publication is, therefore, developed as a basic resource manual for prime sponsors and vocational administrative personnel in local educational agencies throughout Virginia.

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OVERVIEW OF CETA

What is CETA?

The Comprehensive Employment and Training Act, hereafter referred to as CETA, was approved and signed into law in 1973. It was subsequently amended in 1974, and more recently by Public Law 95-524 in 1978.

It is designed to provide manpower services, education, training, and transitional employment for unemployed, underemployed, and economically disadvantaged people. Its major thrust is to provide training and other assistance for the hard-core, long-term unemployed who are economically, socially, and culturally disadvantaged who have the greatest need for the services provided under CETA. The primary goal of all CETA activities is placement in full-time, permanent, and unsubsidized employment.

Legislative Summary

Declaration of Purpose:

. . .To provide job training and employment opportunities for economically disadvantaged, unemployed and underemployed persons and to assure that training and other services lead to maximum employment opportunities and enhance self-sufficiency by establishing a flexible and decentralized system of Federal, State, and local programs.

. . .To provide for the maximum feasible coordination of plans, programs, and activities provided under CETA with economic development, community development, and related activities.

Administrative Provisions: Title I

This title establishes the organizational provisions for CETA including a complete description of the Comprehensive Employment Training Plan guidelines, the plan review process, and other steps necessary to become eligible for grant allocations.

Title I defines the eligible applicant (prime sponsor) and establishes the advisory bodies (prime sponsor's planning council(s) and the State Employment and Training Council)

Conditions applicable to all programs are outlined including the rights of participants; the payment of allowances, program objectives and goals, necessary reports, authority and performance standards, and other administrative responsibilities of the Department of Labor and the prime sponsors.

Comprehensive Employment & Training Services: Title II

Programs are established to provide comprehensive employment and training services to the economically disadvantaged to enable such persons to secure and retain employment and to enhance their potential to increase their earned income. Three categories of services are provided:

. . .*Services for the Economically Disadvantaged*
- —Job search assistance
- —outreach
- —education and institutional skill training
- —work experience programs
- —supportive services

. . .*Occupational Upgrading & Retraining*
- —Provide eligible employees with skill development which results in qualifications for a position of greater skill, responsibility, remuneration, or career advancement.
- —Providing supportive services for individuals who have received notice of an impending layoff and who have little opportunity for reemployment.

. . .*Transitional Employment Opportunities For the Economically Disadvantages*
- —Provide eligible persons with transitional employment in public service and related training and services to enable them to move into unsubsidized employment.

Special Federal Responsibilities: Title III

Funds may be provided by the Secretary of Labor for programs and services that:

. . .meet the employment related needs of persons who face particular disadvantages in specific and general labor markets or occupations.
. . .are most appropriately administered from the national level.
. . .foster new or improved linkages between Federal, State, and local employment and training agencies and components of the private sector.
. . .provide continued support for programs of demonstrated effectiveness.

. . .eliminate or reduce critical skill shortages in the nation's labor force.
. . .serve individuals who become unemployed as a result of large-scale loss of jobs in a locality.
. . .targets special national programs and activities for native Americans, migrant and seasonal farmworkers, veterans, middle-aged, and older workers.
. . .promote the development of partnership arrangements between prime sponsors and employment security agencies and related public and private nonprofit agencies and organizations.

Youth Programs: Title IV

Provides a broad range of coordinated employment and training programs for eligible youth to improve their future employability and to explore or experiment with alternative methods for accomplishing such purposes.

. . .*Youth Employment Demonstration Program*
Establishes a variety of employment, training and demonstration programs to explore methods of dealing with the structural unemployment problems of youth.

— *Youth Incentive Entitlement Pilot Projects*
Includes projects which demonstrate the efficacy of guaranteeing otherwise unavailable part-time employment, or combination of part-time employment and training, for economically disadvantaged youth between 16-19, during the school year who resume or maintain attendance in a secondary school to acquire a high school diploma or in a program leading to a certificate of high school equivalency and full-time employment or part-time employment and training during the summer months.

— *Youth Community Conservation and Improvement Projects*
Establishes a program of community conservation and improvement projects to provide employment, work experience, skill training, and opportunities for community services for youth between 16-19, for a period not to exceed 12 months, supplemental to, but not replacing opportunities available under Title II.

— *Youth Employment and Training Program*
Establishes programs designed to make a significant long-term impact on the structural unemployment problems of youth, supplementary to, but not replacing programs and activities available under Title II; to enhance the job prospects and career opportunities for young people, and such training and supportive services as are necessary to enable participants to secure

suitable and appropriate unsubsidized employment in the public and private sectors of the economy. Includes provision for:

**useful work experience opportunities in a wide range of community betterment activities.
**productive employment and work experience in various segments of the public sector.
**appropriate training and services to support the purpose of these programs including:

. . outreach, assessment, orientation
. . counseling
. . activities promoting education to work transition
. . development of labor market information
. . services to help youth obtain and retain employment
. . literacy training and bilingual training
. . job sampling
. . institutional and on-the-job training
. . transportation assistance
. . child-care and other necessary supportive services
. . job restructuring
. . community based central intake and information services for youth
. . job development, direct placement and placement assistance to secure unsubsidized employment and referral to employability development programs
. . programs to overcome sex-stereotyping in job development and placement
. . programs and outreach mechanisms to increase the labor force participation rate among minorities and women.

**Career Employment Experience including supervised employment and certain transition services

— *Youth Employment Incentive and Social Bonus Program*
Funds available for discretionary projects are provided by the Secretary of Labor, through prime sponsors, in a limited number of areas to test the efficacy of providing incentives for private industry to establish additional employment opportunities for youth without significant previous employment experience.

. . .Job Corps
Establishes a Job Corps for economically disadvantaged youth, sets forth standards and procedures for selecting enrollees, authorizes the establishment of residential and nonresidential centers in which enrollees participate in intensive programs of education, vocational training, work experience, counseling and other activities, and prescribes various other powers, duties, and responsibilities incidental to the operation of the Job Corps.

. . .Summer Youth Program
Provides monies to conduct programs for eligible youth during the summer months. Programs must include useful work and sufficient basic education and institutional or on-the-job training to assist these youths to develop their maximum occupational potential and to obtain unsubsidized employment.

National Commission for Employment Policy: Title V

Establishes a National Commission for Employment Policy with the responsibility for examining broad issues of development, coordination, and administration of employment and training programs, and for advising the President and the Congress on national employment and training issues.

Countercyclical Public Service Employment: Title VI

Provides for temporary employment during periods of high unemployment:

. . .if the unemployment rate is in excess of 4%, the number of jobs funded shall be sufficient to provide jobs for 20% of the number of unemployed in excess of 4%.

. . .if the unemployment rate is in excess of 7%, the number of jobs funded shall be sufficient to provide jobs for 25% of the number of unemployed in excess of 4%.

. . .50% of funds available to any prime sponsor may be used only for employment in projects planned to extend for not more than 18 months from the commencement of the project. Employment not in such projects must be at entry level.

Private Sector Opportunities for the Economically Disadvantaged: Title VII

The purpose of this portion of the Act is to demonstrate the effectiveness of a variety of approaches to increasing the involvement of the business community, including small business and minority business enterprises, in employment and training activities under CETA, and to increase private sector employment opportunities for unemployed or underemployed persons who are economically disadvantaged. Monies may be used to supplement, but not supplant, on-the-job training and related activities carried out under other titles of CETA.

Calls for the establishment of a Private Industry Council to participate with the prime sponsor in the development and implementation of programs under this title and to consult with the prime sponsor with respect to other programs under CETA.

Financial assistance may be provided for:

. . .coordinating programs of jobs and training and education enabling individuals to work for a private employer while attending an education or training program.

. . .developing a small business intern program to provide practical training enabling youths and other individuals to work in small business firms to acquire first-hand knowledge and management experience about small business.

. . .developing relationships between employment and training programs, educational institutions, and the private sector.

. . .developing useful methods for collecting information about Federal government procurement contracts with private employers, new and planned publicly supported projects.

. . .conducting innovative cooperative education programs for youths in secondary and post-secondary schools designed to coordinate educational programs with work in the private sector.

. . .developing and marketing model contracts designed to reduce the administrative burden on the employer and to meet the needs of specific occupations and industries.

. . .coordinating programs under this title with other job development, placement, and employment and training activities carried out by public and private agencies.

. . .providing on-the job training subsidies on a declining ratio to wages over the period of training.

. . .providing follow-up services with employees placed in private employment and employers who hire recipients of services under CETA.

. . .encouraging employers to develop job skill requirement forecasts and to coordinate such forecasts with prime sponsors.

. . .using direct contracts for training and employment programs with private for-profit and private nonprofit organizations.

. . .developing apprenticeship or comparable high-skill training programs for workers regardless of age in occupations where such programs do not exist presently in the area.

. . .increasing opportunities for upgrading from entry level jobs by providing counseling and other services to employees and employers beyond initial training periods.

. . .providing technical assistant to private employers to reduce the administrative burden of employment and training programs.

. . .disseminating information to private employers to encourage greater utilization of the programs available through CETA.

Young Adult Conservation Corps: Title VIII

The purpose of this section of the legislation is to establish a Young Adult Conservation Corps to provide employment and other benefits to youths who would not otherwise be currently productively employed, through a period of service during which they engage in useful conservation work and assist in completing other projects of a public nature on Federal and non-Federal public lands and waters.

Funds are provided for the Corps to perform work projects in such fields as:

. . .tree nursery operations
. . .wildlife habitat improvements and preservation
. . .range management improvements
. . .recreation development, rehabilitation, and maintenance
. . .fish habitat and culture measures
. . .forest insect and disease prevention and control
. . .road and trail maintenance and improvements
. . .general sanitation, cleanup, and maintenance
. . .erosion control and flood damage
. . .drought damage measures
. . .other natural disaster damage measures, and
. . .integrated pest management

To the extent practicable, the projects must:

. . .be labor intensive
. . .be projects for which work plans could be easily developed
. . .be able to be initiated promptly
. . .be productive
. . .be likely to have a lasting impact as to the work performed and the benefit of the youths participating
. . .provide work experience to participants in skill areas required for the projects
. . .if a residential program, be located, where feasible, where existing residential facilities for the Corps members are available
. . .be similar to activities of persons employed in seasonal and part-time employment in agencies such as the National Park Service, United States Fish and Wildlife Service, Bureau of Reclamation, Bureau of Land Management, Bureau of Indian Affairs, Forest Service, Bureau of Outdoor Recreation, and Soil Conservation Service.

Definition of Terms

. . .*Academic Credit:* Credit for education, training, or work experience applicable toward a secondary school diploma, a post secondary degree or an accredited certificate of completion, consistent with

applicable State law, regulation, and policy and the requirements of an accredited educational agency or institution in a State.

. . .*Area of Substantial Unemployment:* Any area within a prime sponsor's jurisdiction other than an Indian tribe which:

- — has a population of at least 10,000
- — qualifies for a minimum allocation of $25,000
- — has an unemployment rate of at least 6.5% for a period of 3 consecutive months
- — has contiguous boundaries of cities and counties.

. . .*Block Grant:* A consolidation of functional programs into one grant in which grantees are eligible through formula or through an application process.

. . .*Balance-of-State:* The area within the jurisdiction of a State, as a prime sponsor or eligible applicant, which is not included in comprehensive manpower plan of another prime sponsor or eligible applicant.

. . .*Client Community:* The group(s) of people to be served by a program or activity.

. . .*Community-based Organizations:* Organizations which are private non-profit representatives of communities or significant segments of communities and which provide employment/training services.

. . .*Consortium:* An entity formed by an agreement among local units of government to plan and operate a comprehensive program under CETA.

. . .*Contractor:* Any person, corporation, partnership, or similar entity, or public agency, which enters into a contract with the DOL, with a grantee, or with a subgrantee under CETA.

. . .*Dependent:* Any relative for whom the participant has assumed a responsibility for support and who is either a member of the immediate household or is a parent, child, or a relative who is unemployed because of a physical or mental disability. Also includes any individual who is currently being supported by the participant's immediate household who has earned less than $750 in the last 12 months.

. . .*Disabled Veteran:* A person who served in the Armed Forces and who was discharged with other than a dishonorable discharge and who has 30% or more disability rating or a person whose discharge or release from active duty because of disability incurred or aggravated in the line of duty.

. . .*Displaced Homemaker:* An individual who has not worked in the labor force for a substantial number of years but has, during those

years, worked in the home providing unpaid services for family members; or an individual who has been dependent on public assistance or on the income of another family member but is no longer supported by that income or is receiving public assistance on account of dependent children in the home but is within 6 months of no longer being eligible for such assistance and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

. . .*Economically Disadvantaged:* A person who receives or is a member of a family which receives cash welfare payments under a Federal, State, or local wefare program or had a family income during the 6 month period prior to application for the program involved which would have qualified such family for such cash welfare payments, subject to regulations of the Secretary; or has or is a member of a family which has received a total family income for the 6 month period prior to application to the family size, was not in excess of:

— the poverty level, or
— 70% of the lower living standard income level.

The economically disadvantaged may also be a foster child on behalf of whom State or local government payments are made or he/she may be a handicapped individual living at home or institutionalized or a client in or of a sheltered workshop, prison, hospital or similar community institution or care facility.

. . .*Eligible Applicant:* A prime sponsor or an Indian tribe on a Federal or State reservation which includes an area of substantial unemployment.

. . .*Employing Agency:* In public service employment programs it refers to any employer designated by an eligible applicant, program agent, or other subgrantee to employ participants in public service employment programs. Private for-profit organizations shall not be considered employing agencies.

. . .*Entry Level:* The lowest position in any promotional line, as defined locally by collective bargaining agreement, past practices, or applicable personnel rules.

. . .*Family:* One or more persons living in a single household who are related to each other by blood, marriage, or adoption. A stepchild or foster child who receives more than 50% of their support from their stepparent or foster parents is a member of that family. A person who is 18 or older and receives less than 50% of their support from the family is not considered a family member.

. . .*Federal Representative:* Regional ETA representatives who serve as the primary contact point with prime sponsors.

. . .*General Revenue Sharing:* A block grant program which authorizes expenditures to be allocated as determined by recipient governments in priority areas.

. . .*Handicapped:* Any individual who has a physical or mental disability which for such individual constitutes or results in a substantial handicap to employment.

. . .*Health Care:* Includes preventive and clinical medical treatment, family planning services, nutrition services, and appropriate psychiatric, psychological, and prosthetic services, to the extent any such treatment or services are necessary to enable the recipient of employment and training services to obtain or retain employment.

. . .*Lower Living Standard Income Level:* That income level determined annually be the Secretary of DOL based upon the most recent lower living family budget issued by the Secretary.

. . .*Lower-Income Level:* Annual income of $7,000 with respect to income in 1969 and for any later year it means that amount which bears the same relationship to $7,000 as the Consumer Price Index for that year bears to the Consumer Price Index for 1969, rounded to the nearest $1,000.

. . .*Offender:* Any adult or juvenile who is or has been subject to any stage of the criminal justice process for who employment and training services may be beneficial or who requires assistance or overcoming artificial barriers to employment resulting from a record of arrest or conviction.

. . .*Poverty Level:* The annual income threshold below which families are considered to live in poverty, as determined by OMB.

. . .*Prime Sponsor:* A unit of government, combinations of units of Governments, or rural Concentrated Employment Program grantees which have entered into a grant with the DOL to provide comprehensive manpower services under Title I of the Act.

. . .*Program Agent:* A subgrantee within the jurisdiction of an eligible applicant which is a unit of general local government or a combination of such units having a population of 50,000 or more which contains an area of substantial unemployment or is part of an area of substantial unemployment.

. . .*Project:* A definable task or group of related tasks which will be completed within a definable period of time, has a public service objective, will result in a specific product or accomplishment, and would not otherwise be done with existing funds.

. . .*Public Service:* Includes work, including part-time work, in various fields of public service.

. . .*Subgrantee:* Any governmental unit or private non-profit agency which receives a grant from a prime sponsor, grantee, or eligible applicant.

. . .*Supportive Services:* Services designed to contribute to the employability of participants, enhance their employment opportunities, assist them to retain employment, and facilitate their movement into permanent employment not subsidized by the CETA Act. May include health care, transporation, temporary shelter, child care, financial counseling and assistance.

. . .*Sustainment Level:* The number of Public Service Employment slots which the prime sponsor may sustain as determined by DOL.

. . .*Technical Assistance:* Refers to the programs, activities, and services provided by the Federal Government, a public interest group, or another third party to strengthen the capacity of recipients to improve their performance with respect to an inherent or assigned function. The delivery of technical assistance requires serving one or more of three functions:

— transferring information
— developing skills
— transferring products

The tools of TA include counseling, training, giving expert information, providing equipment, goods, or services, including advisory services.

Clients Served

The programs, activities, and services provided through CETA are designed to serve the unemployed, underemployed, and economically disadvantaged people. Its major thrust is directed toward the hardcore, long-term unemployed who are economically, socially, and culturally disadvantaged and who have the greatest need. It is designed to bring the opportunity to achieve independence and self-reliance to the economically disadvantaged and long-term unemployed.

OVERVIEW OF VOCATIONAL EDUCATION

What is Vocational Education?

According to Public Law 94-482, vocational education means "organized educational programs which are directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree."

Vocational education is an integral part of the total educational programs. As such, it contributes to the development of an econmically productive, socially responsible citizen.

Legislative Summary

Declaration of purpose:

. . .Improved planning in the use of resources.
. . .Involvement of a wide range of agencies resources.
. . .Extend, improve and where necessary, maintain existing programs.
. . .To develop new programs.
. . .Overcome sex biasing and stereotyping for equal education opportunities.
. . .Provide part-time employment for students.

State Administration:

The state must establish a state board or agency solely responsible for the administration of vocational education.

. . .Responsibilities of state administration include:
. . .Coordination of development of policy.
. . .Coordination of, development of, and submission of a five year plan, annual program plan and accountability report.
. . .Consultation with the State Advisory Council for Vocational Education and other appropriate State agencies, councils and individuals involved in the planning and reporting processes.
. . .Certify any delegation of responsibility for administration, supervision, or operation.
. . .Certify that all designated groups were given the opportunity to be involved in planning.
. . .Assign full-time personnel to rectify sex biasing and stereotyping.
. . .Develop and support action to correct problems found.

State and Local Advisory Councils

The governor shall appoint a State Advisory Council on a three-year term basis. Twenty categories of representatives are identified within which educators must constitute a minority of the Council.

Responsibilities of State Advisory Council include:

. . .Provide at least one public meeting per year to assess the public's views concerning vocational education.
. . .Advise the State Board in the development of the five-year state plan, the annual plan and the accountability report.
. . .Advise the State Board on policy matters.
. . .Evaluate the vocational education programs, publish and distribute the results.
. . .Prepare, publish, and distribute an annual report.
. . .Prepare a report on the effectiveness of vocational education programs, services and activities in meeting the program goals identified in the five year plan.
. . .Recommend changes in program services and activities as deemed necessary.
. . .Identify and consult with the Governor's Employment and Training Council on vocational needs.
. . .Assess program coordination.
. . .Comment annually on the CETA plan.
. . .Provide technical assistance to local advisory councils.

Local Advisory Councils:

. . .Must be composed of members of the general public, especially representatives of business, industry, and labor.
. . .May be established for program areas, schools, communities, or regions.
. . .Provide local agency with advice on current job needs and on the relevancy of courses being offered by the local agency in meeting such needs.

National Priority Programs

. . .10% of the state's allotment under Section 103 shall be used to pay 50% of vocational education costs for handicapped persons.
. . .20% of the state's allotment under Section 103 shall be used to pay 50% of vocational education for disadvantaged persons and persons who have limited English-speaking ability.

. . .Each state shall use an amount equivalent to the same percentage of the funds reserved for the population aged 15-24 having limited English-speaking ability is to the total population aged 15-24 in that State for providing vocational education to persons with limited English-speaking ability.

. . .15% of the state's allotment under Section 103 shall be used to pay 50% of the costs of vocational education for persons who:

- *have completed or left high school and are enrolled in organized programs of study where credit is given for an associate or other degree, but not a baccalaureate or higher degree.*
- *have already entered the labor market.*
- *are unemployed.*
- *have completed or left high school.*

Authorization of Grants & Use of Funds

State may receive funds on basis of approved five-year plan and annual program plans for:

. . .Vocational education programs.
. . .Work study programs.
. . .Cooperative programs.
. . .Energy education programs.
. . .Construction of area (high school and post-secondary) facilities.
. . .Support of full-time state staff.
. . .Provision of stipends.
. . .Placement services.
. . .Industrial arts.
. . .Support services for women.
. . .Day care services for children of students.
. . .Vocational education for:

- Single head of household who lacks job skills.
- Homemakers or part-time workers needing full-time jobs.
- Men or women who are trying to leave jobs which were sex stereotyped for jobs which were not traditionally considered appropriate for that sex.

Work Study

States receiving federal funds may award grants to local systems for Work Study Programs which:

. . .Are administered by the local education agency.
. . .Are made available to all youth in areas served.
. . .Provide employment with the LEA or other non-profit private or public agency for students who:

- — have been accepted, full-time, in good standing
- — need earnings or commence or continue program
- — are at least 15 and less than 21 years old
- — are capable of maintaining good standing while working.

Cooperative Vocational Education Programs

Funds may be used to establish or expand Co-op programs through LEA's with participation of public and private employers.

Programs must assure that:

. . .*Training opportunities are provided which are not otherwise available, and will benefit students.*
. . .*Procedures are established for cooperation with agencies, labor and other to identify suitable jobs for enrollees.*
. . .*Provisions are made, where necessary, to reimburse added costs to employers for OJT provided OJT is related and does not displace other workers.*
. . .*Ancillary services are provided, i.e., pre-service and in-service teacher training, coordination, supervision, curriculum, travel.*
. . .*Priority for funding is given to areas of high dropout rates and youth unemployment.*
. . .*Provides for participation of students in non-profit private schools in areas to be served.*

Energy Education

Funds may be used to make grants to post-secondary schools to:

. . .Train miners, supervisors, technicians, and environmentalists in coal mining including the:

- — *extraction, preparation, and transporting of coal*
- — *reclamation of coal mined land*
- — *strengthening of health and safety programs for coal mine employees*
- — *disposal of coal mine waste*
- — *chemical and physical analysis of coal and materials involved in the coal mining process*

. . .*Train individuals needed for the installation of solar energy equipment*

Residential Vocational Schools

Funds may be used to construct, equip, and operate residential vocational schools, vocational education, room, board and other necessities may be provided to persons 15-21 years of age.

Special consideration is given to large urban areas and isolated rural areas with large numbers of school dropouts and unemployed.

Program Improvement & Supportive Services

Funds may be used for program improvement and supportive services including:

. . .*Research programs*
. . .*Exemplary and innovative programs*
. . .*Curriculum development programs*
. . .*Guidance and counseling services*
. . .*Pre-service and in-service training*
. . .*To overcome sex bias*

Research:

Research funds may be used:

- To support State Research Coordination Units
- Applied research and development in vocational education
- Experimental, developmental and pilot programs to test effectiveness of research findings
- Improvement of curriculum materials
- projects in development of new careers and occupation
- Dissemination of research results.

Exemplary & Innovative Programs:

Funds may be used:

- To develop high quality VE programs for uban centers with high concentration of economically disadvantaged, unskilled, and unemployed individuals.
- Provide training for persons in sparsely populated rural areas and for migration from farm to city.
- Vocational education for individuals with limited English-speaking ability.
- Establish cooperative arrangements between public education and manpower agencies to correlate VE opportunities with labor market.
- Broaden occupational aspiration and opportunities for youth, with emphasis given to those with academic, socioeconomic, or other handicaps.
- To reduce sex stereotyping.

Curriculum Development

Funds may be used:

- To develop materials for new and changing occupational fields and for individuals with special needs.
- For curriculum, guidance, and testing materials designed to overcome sex bias.

Vocational Guidance and Counseling

Not less than 20% of funds available for Improvement and Support Services shall be used to support programs for vocational development guidance and counseling programs and services.

Funds may be used:

- To initiate, implement, and improve high quality vocational guidance and counseling programs and activities.
- For counseling for children, youth, and adults leading to a greater understanding of educational and vocational opportunities.
- Educational and job placement activities.
- For training of guidance counselors.
- Counseling youth offenders and adults in correctional institutions.
- Counseling persons of limited English-speaking ability.
- To establish vocational resource centers to meet needs of out-of-school persons.
- Leadership for vocational guidance and exploration programs at local level.

Vocational Education Personnel Training

Funds may be used:

- To improve qualifications of persons serving or preparing to serve VE programs, including teachers, administrators, supervisors, and guidance and counseling personnel.
- To train or retrain teachers and supervisors and trainers of teachers in VE in new and emerging occupations.
- For in-service training to improve the quality of instruction, supervision, and administration of VE programs and to overcome sex bias.
- Provide for exchange of VE teachers and other personnel with skilled workers or supervisors in business, industry, and agriculture.
- Prepare journeymen in skilled trades or occupations for teaching positions.
- Train and provide in-service training for teachers, supervisors and trainers of teachers in VE to improve quality of programs for persons with limited English-speaking ability.

— For short-term or regular session institutes designed to improve qualifications of persons entering or reentering field of VE in new and emerging occupations.
— For payment of stipends to persons participating in training programs.

Consumer and Homemaking Education

Programs receiving grants for Consumer and Homemaking Education shall:

. . .Encourage participation of both male and females to prepare for combining the role of homemaker and wage earner.
. . .Encourage elimination of sex stereotyping.
. . .Give consideration to economic, social, and cultural conditions and needs in economically depressed areas.
. . .Encourage outreach programs in communities for youth and adults, giving consideration to special needs.
. . .Prepare both male and females who have entered or are preparing to enter the work of the home.
. . .Emphasize consumer education, management of resources, promotion of nutritional knowledge and food use, parenthood education, and ancillary services and activities which insure quality in all homemaking educational programs such as:

— teacher training and supervision
— curriculum development
— research
— program evaluation
— special demonstration
— experimental programs
— development of instructional materials
— exemplary projects
— equipment
— state administration and leadership

Bilingual Vocational Training

Funds may be used:

. . .To provide vocational training and English language training to persons whose normal language is not English, to the extent they can function where English is the language normally used.
. . .For bilingual programs for persons who have completed or left elementary or secondary school and are available for education in a post-secondary institution.
. . .For bilingual training for persons who have entered the labor market and desire or need training or retraining to achieve year-round employment, adjust to changing manpower needs, advance range of skills or advance in employment.

. . .To provide training allowance for participants in bilingual vocational education subject to the same conditions and limitations as CETA.
. . .To train instructors of bilingual vocational education programs.
. . .To provide pre-service training to prepare persons to participate in bilingual vocational training or vocational programs as instructors, aides and ancillary services to help them improve qualifications while participating in the program.
. . .To provide fellowships or traineeships for persons engaged in such pre-service or in-service training.
. . .To develop instructional materials, methods, and techniques for bilingual vocational education.

Remodeling and Renovation of VE Facilities

Funds may be provided for emergency assistance for a limited period of time to LEA's in urban and rural areas which are unable to provide vocational programs to meet current manpower needs because of outdated facilities or obsolete equipment. Assistance may be provided to remodel or renovate facilities to make them comply with the requirements of the Architectural Barriers Act of 1968.

Definition of Terms

. . .*Vocational Education:* Organized educational programs which are directly related to the preparation of individuals for paid or unpaid employment, or for additional preparation for a career requiring other than a baccalaureate or advanced degree.

. . .*Organized educational program:* Instruction related to the occupation or occupations for which the students are in training or instruction necessary for students to benefit from such training. The acquisition, maintenance, and repair of instructional supplies, teaching aids and equipment. Does not include the construction, acquisition or initial equipment of buildings, or the acquisition or rental of land.

. . .*Area Vocational Education School:*

1. A specialized high school used exclusively or principally for the provision of vocational education to persons who are available for study in preparation for entering the labor market.
2. The department of a high school used exclusively or principally for providing vocational education in no less than five different occupational fields to persons who are available for study in preparation for entering the labor market.

3. A technical or vocational school used exclusively or principally for the provision of vocational education to persons who have completed or left high school and who are available for study in preparation for entering the labor market.
4. The department or division of a junior college or community college or university operating under the policies of the State Board and which provides vocational education to no less than five different occupational fields, leading to immediate employment but not necessarily leading to a baccalaureate degree.

. . .*School Facilities:* Classroom and related facilities (including initial equipment) and interests in lands on which such facilities are constructed. Does not include facility intended primarily for events for which admission is to be charged to the general public.

. . .*Handicapped:* Persons who are mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, crippled, or other health imparied persons who by reason thereof require special education and related services, and who, because of their handicapping condition, cannot succeed in the regular vocational education program without special education assistance or who require a modified VE program.

. . .*State Board:* A State Board designated or created by State law as the sole State agency responsible for the administration of vocational education, or for supervision of the administration of VE in the State.

. . .*Local Educational Agency:* A board of education or other legally constituted local school authority having administrative control and direction of public elementary or secondary schools in a city, county, township, school district, or political subdivision in a State, or any other public educational institution or agency having administrative control and direction of a vocational education program.

. . .*State Educational Agency:* The State Board of Education or other agency or officer primarily responsible for the State supervision of public elementary and secondary schools, or, if there is no such officer or agency, an officer or agency designated by the Governor or by State law.

. . .*Postsecondary Education Institution:* A non-profit institution legally authorized to provide postsecondary education within a State for persons 16 years of age or older, who have graduated from or left elementary or secondary school.

. . .*Eligible Recipient:* A local educational agency or a postsecondary educational institution.

. . .*Industrial Arts Education Program:*
Those education programs which:

1. Pertain to the body of related subject matter, or related course, organized for the development of understanding about all aspects of industry and technology, including learning experiences involving activities such as experimenting, designating, constructing, evaluating, and using tools, machines, materials, and processes, and
2. Assist individuals in the making of informed and meaningful occupational choices or which prepare them for entry into advanced trade and industrial or technical education programs.

. . .*Disadvantaged:* Persons (other than handicapped persons) who have academic or economic handicaps and who require special services and assistance in order to enable them to succeed in vocational education programs, under criteria developed by the Commissioner of Education based on objective standards and the most recent available data.

. . .*Low-Income Family or Individual:* Such families or individuals who are determined to be low-income according to the latest available data from the Department of Commerce.

. . .*Cooperative Education:* A program of vocational education for persons who, through written cooperative arrangements between the school and employers, receive instruction, including required academic courses and related vocational instruction by alternation of study in school with a job in any occupational field, but these two experiences must be planned and supervised by the school and employers so that each contributes to the student's education and to his/her employability. Work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program.

. . .*Curriculum Materials:* Materials consisting of a series of courses to cover instruction in any occupational field which are designed to prepare persons for employment at the entry level or to upgrade occupational competencies of those previously or presently employed in any occupation field.

Clients Served

Vocational education offerings and services are to be provided for persons of all ages in all communities of the State. This provision includes persons who have completed or discontinued their formal education and are preparing to enter the labor market; those who have already entered the labor market, but need to upgrade their skills or learn new ones; those with special educational handicaps; and those in postsecondary schools.

All such persons shall have ready access to vocational training or retraining which is of high quality, which is realistic in the light of actual or anticipated opportunities for gainful employment, and which is suited to their needs, interests, and ability to benefit from such training.

PLANNING IN CETA

The funding of all CETA programs, activities, and supportive services is based on a plan for services to clients in need of those services. This plan is developed each year by prime sponsors as a grant request. The plan defines how the CETA program will operate, who and how many will be served, and what programs will be utilized to provide needed services. It is encumbent upon the prime sponsor to provide assurances that the plan reflects a well thought-out view of the needs of that region or area, that the mix of programs will most effectively meet those needs, and that the identification of those resources can provide the various program services to meet the needs in a most efficient and effective manner.

Governor's Employment and Training Council

The Governor's Employment and Training Council (GETC) serves in a advisory capacity to the Governor in all matters relevant to the coordination of manpower effort throughout the state of Virginia. According to Public Law 95-524, it is the responsibility of the GETC to:

. . .review continuously the operation of programs conducted by each prime sponsor; the availability, responsiveness, and adequacy of State services.

. . .to make an annual report to the Governor and such other reports, studies, or documents as it deems advisable to assist prime sponsors in carrying out the legislative provisions.

. . .identify, in coordination with the State Advisory Council on Vocational Education, the employment and training and vocational education needs of the State and assess the extent to which employment and training, vocational education, and vocational rehabilitation, public assistance, and other programs represent a consistent, integrated, and coordinated approach to meeting such needs, and comment at least once annually on the reports of the State Advisory Council on Vocational education;

. . .review the comprehensive employment and training plans of prime sponsors, especially with respect to nonutilization or duplication of existing services;

. . .review plans of all State agencies providing employment, training, and related services, and provide comments and recommendation to the Governor, the State agencies and the appropriate Federal agencies on the relevancy and the effectiveness of employment and training and related service delivery systems in the State; and

. . .participate in the development of the Governor's coordination and special services plan.

The GETC is appointed by the Governor and is composed of:

. . .representatives of local government units in the State, including those which are prime sponsors;

. . .representatives or organized labor, business, and agricultural employers and workers;

. . .representatives of the eligible population;

. . .representatives of service deliverers, including:

- — the State board of vocational education and the public employment service
- — the State Advisory Council on Vocational Education
- — one representative of each such other State agency as the Governor may determine to have a direct interest in overall employment and training and human resource utilization within the State
- — community-based organization
- — veterans organizations
- — handicapped individuals

Prime Sponsor Regions

There are ten prime sponsor regions identified in the State of Virginia, the tenth region being identified as the Governor's Prime Sponsorship which constitutes the Balance-of-State territory. (See map in the Appendix for this identification)

Prime Sponsor's Planning Council

Each prime sponsor in the State must establish a planning council composed of representatives from:

. . .the eligible population
. . .organized labor
. . .employees not recognized by organized labor
. . .community-based organizations
. . .the employment service
. . .veterans organizations
. . .handicapped individuals
. . .vocational education agencies
. . .public assistance agencies
. . .other education and training agencies and institutions, business, labor, and where appropriate, agricultural employers and workers.

It is the responsibility of the planning council to:

. . .participate in the development of, and submit recommendations regarding the prime sponsor's comprehensive employment and training plan and the

basic goals, policies, and procedures of the prime sponsor's programs and of other employment and training programs in the prime sponsor's area.

. . .monitor, and provide for objective evaluation of employment and training programs conducted in the area.

. . .provide for continuing analyses of the need for employment, training, and related services in the area.

. . .take into consideration any comments and recommendations of the private industry council in development of the comprehensive employment and training plan.

Although special consideration must be given to the recommendations of the planning council, the final decisions with respect to the recommendations, is made by the prime sponsor.

Balance-of-State

The Balance-of-State, the Governor's prime sponsorship, includes all other geographical areas of the State which are not under the jurisdiction of any other prime sponsor. It covers a vast territory of the State, including contiguous and on-contiguous areas stretching from southwest Virginia to the eastern shore. (See map in the Appendix)

Governor's Manpower Planning Council

The Governor's Manpower Planning Council (GMPC) serves in an advisory capacity to the Governor on all matters relevant to the manpower needs and services in the Balance-of-State. In addition, it plays the same role as the prime sponsor's planning council described previously, as indeed it too is a planning council for a prime sponsor. As such, the GMPC conducts periodic reviews, develops and issues reports, and makes such evaluations as are required or requested by the Governor including the review of comprehensive employment and training plans submitted by the Area Manpower Planning Councils within the Balance-of-State.

Area Manpower Planning Councils

The Area Manpower Planning Councils are sub-councils of the Governor's Manpower Planning Council. There are 17 AMPC's within the Balance-of-State, each having the same type of responsibility as the GMPC, but limited to its geographical area. The membership of these Councils consists of people from the same backgrounds as those in the prime sponsor planning council.

Associate Commissioner for CETA Administration, Virginia Employment Commission

The Associate Commissioner for CETA Administration in the Virginia Employment Commission is designated as the administrator for the Balance-of-State prime sponsorship. It is the Commissioner's responsibility to assure, through the operation of appropriate units and staff, the administration of the functions of planning and evaluation, program contracting and operations, monitoring, fiscal management and reporting, and other activities connected with the administration of the programs and services under the Governor's prime sponsorship.

Regional Operations Centers

The Associate Commissioner for CETA administration has established five Regional Operations Centers, strategically located throughout the Balance-of-State, to make professional, technical, and clerical assistance available to all AMPC's and to be local representatives of the Balance-of-State prime sponsor.

The staff of the Regional Operations Centers (ROC) provides day-to-day staff support to the AMPC including serving as the principal contact for the prime sponsor with regard to the planning process and its products. The staff provides the prime sponsor's input to the AMPC and makes available statistical data that the AMPC might need in formulating sound recommendations and assisting in the development of the area's plans and programs.

Planning Cycle for the Balance-of-State

. . .The planning cycle begins with the collection of data and the establishment of priorities by the staff of the Associate Commissioner for CETA Administration.

. . .The priorities and Balance-of-State plan is submitted to the Governor's Manpower Planning Council for review and input.

. . .Following appropriate revisions, the plan is sent to the Regional Operations Centers who, in turn, forward the plan to the 17 Area Manpower Planning Councils for their review and comments.

. . .The staff of the Regional Operations Centers work with the AMPC's to develop their respective area plans. Depending upon local requirements, the local plan may be sumitted to a county administrator for approval or disapproval and subsequently to the local Board of Supervisors for approval or disapproval.

. . .The area plan is submitted through the Regional Operations Center to the Associate Commissioner for CETA Administration who approves or disapproves the plan. If the plan is approved, the Commissioner's staff completes the writing of the grant.

. . .The grant is sent to the AMPC, and ROC, and the GMPC for their review and comments.

. . .Following appropriate revision, if any, the grant is awarded to the Balance-of-State and the fiscal agent is advised accordingly.

. . .Upon approval of the grant by the Department of Labor, the grant is awarded to the Balance-of-State and the fiscal agent is advised accordingly.

. . .The Associate Commissioner of CETA Administration then allocates the funds to the Area Manpower Planning Council through the Regional Operations Center.

Planning Cycle for Other Prime Sponsors

. . .The planning cycle for the prime sponsors, other than the Balance-of-State, begins with the collection of data and the identification of priorities.

. . .The priorities, recommendations, and appropriate data are submitted to the local prime sponsor who develops the comprehensive employment and training plan for that region.

. . .The plan is submitted to the prime sponsor's planning council for review and input.

. . .Upon revision and depending upon local requirements, the plan may be submitted to a county administrator for approval or disapproval and subsequently to the local Board of Supervisors for approval or disapproval.

. . .The plan is submitted to the Governor's Employment and Training Council for review and input.

. . .Upon appropriate revision, the plan, together with the grant request, is submitted to the Department of Labor for approval.

. . .Upon approval of the grant by the Department of Labor, the grant is awarded to the prime sponsor and the fiscal agent is notified accordingly.

Comprehensive Employment and Training Plan

In order to receive financial assistance, each prime sponsor must develop a comprehensive employment and training plan consisting of a master plan and annual plan. Each such plan must be submitted to the Secretary of Labor for approval.

Master Plan

The master plan serves as the long-term charter under which the programs of the prime sponsor are to be operated. It must provide sufficient detail regarding the economic conditions of the area and the prime sponsor's long-term programmatic and administrative arrangement to ensure that each annual program is designed and implemented in a manner best suited to those economic conditions and is consistent with legislative provisions.

The master plan must include:

. . .a detailed analysis of the area to be served, including geographic and demographic characteristics of significant segments of the population to be served.

. . .a comprehensive labor market analysis and assessment of the economic conditions in the area including the identification of the availability of employment and training in various public and private labor market sectors and the potential for job growth.

. . .a statement of the long-term goals of the prime sponsor for the improvement of such labor market and economic conditions.

. . .a detailed description of the methods and institutional arrangements which will be used to involve other public and private deliverers of services including the methods and criteria tc be used in the selection of such deliverers.

. . .a detailed description of the prime sponsor's administrative arrangements, including procedures for supervising deliverers of service, to select and place individuals on the administrative staff, to evaluate and audit the operation of the programs, and to process complaints and grievances.

. . .a detailed description of the methods to be used to identify and place participants in programs including arrangements made to provide participants with job search assistance, counseling, and other services.

. . .a detailed description of the procedures for the selection of and the arrangements made with respect to consultation with the prime sponsor planning council, the youth council, and the private industry council.

. . .a description of arrangements to ensure that employment and training services will be provided to those most in need of them; nondiscrimination and equal employment opportunities are provided; and procedures leading to skill development and job opportunities for participants in occupations traditionally limited to individuals of the opposite sex.

. . .a description of arrangements with other agencies serving youth and the poverty community which are not represented on the prime sponsor planning council.

. . .provide for utilizing those services and facilities which are available, with or without reimbursement, from Federal, State, and local agencies.

. . .a description of arrangements for the use of skills centers, other public vocational education facilities in the area, arrangements to coordinate services for which financial assistance is provided under programs administered by the Secretary of Labor relating to employment and training and related services, and arrangements to promote maximum feasible use of apprenticeship or other on-the-job training opportunities.

. . .a description of arrangements made to ensure the participation of designated groups.

. . .a description of procedures for the consideration of any changes in the agreement or in the annual plan

. . .a detailed description of recordkeeping procedures for the expenditure of funds received.

. . .a detailed description of procedures for the monitoring and auditing of any subgrantees or subcontractors.

. . .a description of the methods and arrangements to ensure the fullest possible utilization of public vocational education facilities and programs, and other facilities of local education agencies in the provision of instruction in basic cognitive skills.

. . .evidence that in the development of the plan there has been a continuing process of consultation with interested groups in the area not directly represented on the prime sponsor's planning council.

. . .a description of the methods for coordination between the prime sponsor and the local State employment security agencies including a delineation of the specific responsibilities of each

. . .a description of the procedures concerning academic credit developed in conjunction with educational agencies.

. . .a description of recommendations of members of the prime sponsor's planning council which were not included in the plan, together with the reasons for rejecting them.

. . .a description of actions to ensure compliance with personnel procedures and collective bargaining procedures.

. . .a description of efforts to remove artificial barriers to employment.

. . .a description of plans and activities to coordinate, strengthen, and expand employment and training activities with economic development activities in the private sector.

. . .adequate assurance of compliance with all legislative provisions.

Annual Plan

The annual plan submitted by each prime sponsor must include:

. . .a description of any significant changes from the information provided in the master plan.

. . .a description of the eligible population identified by race, sex, national origin, and age, and the proposed activities and services proposed for meeting their needs.

. . .a description of specific services for individuals who are experiencing severe handicaps in obtaining employment.

. . .a description of the services to be provided, the prime sponsor's placement goals, and the relationship of such goals to the Secretary of Labor's performance standards.

. . .the proposed budget for the program year, including a detailed summary of the expenditures made during the preceding year, results achieved, and changes made in the annual plan for the program year.

. . .a description of the relationship between job development and placement provided under CETA legislation and other employment and training programs in the area served, and efforts made or which will be made to coordinate such efforts.

. . .a description of programs to orient and prepare the participants for their job responsibilities.

. . .a description of efforts to be undertaken to involve the private sector.

. . .a statement of any intention by the prime sponsor to apply for and utilize funds provided under Public law 95-524 which are not allocated by formula.

. . .a description of wage rates or salaries and fringe benefits to be paid to persons employed in public service employment and a comparison with the those paid for similar public occupations by the same employer; levels of employment not supported under the Act; layoffs, and hiring and promotional freezes in each employing agency.

. . .a description of the procedures to be used in hiring, licensing, and contracting activities of the political units, subgrantees, and contractors of the prime sponsor.

. . .the method for determining priorities for service under Title II.

. . .a list of the specific contracts from the previous year with those institutions providing training programs, including information on the rate of positive placement for individuals who have completed such programs.

. . .a summary of any evaluation conducted of the prime sponsor's programs during preceding program years and a description of any use made of such evaluation in the modification or alteration of the prime sponsor's program.

. . .a description of an affirmative action program for outreach to and training, placement, and advancement of handicapped individuals in employment and training programs.

. . .a copy of all agreements made with State or local educational agencies or postsecondary institutions for providing employment and training programs for which financial assistance is to be received.

Public Notification and Review

Prior to the prime sponsor's submitting the plan to the Department of Labor, the provisions of the proposed plan must be made public through such means as public hearings, public notices in newspapers, bulletins, or other media.

As a minimum, the prime sponsor must publish in one issue of a newspaper of general circulation in the prime sponsor's area a statement indicating the following information:

. . .the source of funds
. . .the amount requested
. . .a brief summary of the purpose of the proposed program and activities
. . .the location and hours when the plan and a comparison of performance against the prior year's plan through the most recent quarter, can be reviewed, and the address and phone number where questions and comments can be directed.

This statement must be published at least 45 days prior to the submission of the plan to the DOL in order to allow at least 30 days of review and comment.

In addition, the prime sponsor must provide the plan to the Governor, the Governor's Employment and Training Council, the prime sponsor planning council, the private industry council, appropriate units of general local government in its area, appropriate Native American recipients, and appropriate labor organizations, at least 45 days before submitting the plan to the DOL. At least 30 days must be allowed for comment and review.

At the same time, each prime sponsor must provide written notification of the availability of the Plan to each House of the State Legislature for appropriate referral, to appropriate community-based organizations of demonstrated effectiveness, and appropriate educational and apprenticeship agencies and institutions. At least 30 days must be allowed for comment and review.

At the same time, each prime sponsor must provide written notification of the availability of the Plan to each House of the State Legislative for appropriate referral, to appropriate community-based organizations of demonstrated effectiveness, and appropriate educational and apprenticeship agencies and instutions. At least 30 days must be allowed for comment and review.

If a State of area-wide Clearinghouse notifies a prime sponsor that it wishes to review the complete Plan, the applicant must also provide a copy of the Plan to the Clearinghouse(s) at least 45 days prior to the plan's submission to the DOL.

The prime sponsor must acknowledge any written comment by informing in writing the party whether any plan revision will be made in response to the comment and the reasons for the prime sponsor's determination. Upon request, the prime sponsor must provide all written comments to the GETC and the Governor. In addition, copies of all comments and recommendations of the Governor, the GETC, and the prime sponsor's planning council must be transmitted to the DOL together with the plan.

Timelines

The Secretary of Labor must, not later than March 31 of the fiscal year preceding the fiscal year for which an annual plan is to take effect, establish a date for submission of the annual plan. The Secretary must provide a complete and final set of all applicable regulations and necessary application materials no later than May 15 preceding the fiscal year for which the plan is to take effect. The fiscal year for CETA programs and services is October 1 to September 30.

PLANNING IN VOCATIONAL EDUCATION

Program planning for vocational education offerings and services must take place on both the state and local levels. Attention is directed to an identification of goals; objectives and strategies for meeting those goals; assessment of current and future labor market needs; courses and programs to be offered; projected enrollments; allocations of responsibility; formulas for the distribution of Federal, State, and local resources; and the justification for these decisions.

State Planning

In order to receive the Federal vocational education funds for which it is eligible for any fiscal year, the State must submit, through the State Board to the Commissioner of Education, a general application which provides the following assurances:

. . .that the State will provide for such methods of administration as are necessary for the proper and efficient administration of the legislative provisions.

. . .that the State Board will cooperate with the State Advisory Council on Vocational Education in carrying out its duties relating to the formulation of the five-year State plan, the annual program plan, and the accountability reports.

. . .that the State will comply with any requests of the Commissioner for making such reports as the Commissioner may reasonably require to carry out his functions under the legislative provisions.

. . .that funds will be distributed to eligible recipients on the basis of annual applications which:

- have been developed in consultation with representatives of the educational and training resources available in the area to be served and with the local advisory council
- describe the vocational education needs of potential students in the area served and indicate how, and to what extent, the program proposed will meet such needs; and describe how the findings of any evaluations of programs operated the previous year have been used to develop the program proposed in the application.
- describe how the activities proposed relate to manpower programs conducted in the area by a prime sponsor established under CETA to assure a coordinated approach to meeting the vocational education and training needs of the area.
- describe the relationship between vocational education programs proposed and other programs in the area which are supported by State and local funds.

. . .that the State, in considering the approval of local applications shall give priority to those applicants which:

- — are located in economically depressed areas and areas with high rates of unemployment, and are unable to provide the resources necessary to meet the vocational education needs of those areas without Federal assistance
- — propose programs which are new to the area to be served and which are designed to meet new and emerging manpower needs and job opportunities in the area.

. . .that the State shall base the distribution of funds on economic, social and demographic factors relating to the need for vocational education among the various populations and areas of the State, except that:

- — the two most important factors in determining this distribution will be the relative financial ability of the local educational agency to meet the need for vocational education in their service area and the relative number of low-income families or individuals within such areas; in the case of other eligible recipients, the relative financial ability of the recipient to provide resources necessary to initiate or maintain vocational education programs to meet the needs of their students and the relative number of concentration of students whom they serve whose education imposes higher than average costs.
- — that the State will not allocate such funds on the basis of per capita enrollment or through matching of local expenditures on a uniform percentage basis, or deny funds to any recipient which is making a reasonable tax effort solely because such recipient is unable to pay the non-Federal share of the cost of new programs.

. . .that Federal funds will be used to supplement and to the extent practicable, increase the amount of State and local funds that would, in the absence of such Federal funds, be made available for the uses specified, and in no case, supplant such State, or local funds.

. . .that the State will make provisions for fiscal control and fund accounting procedures to assure proper disbursement of, and accounting for, Federal funds paid to the State.

. . .That funds received will not be used for any program of vocational education (except where specifically provided) which cannot be demonstrated to prepare students for employment, be necessary to prepare individuals for successful completion of a program, or be of significant assistance to individuals enrolled in making an informed and meaningful occupational choice as an integral part of a program of orientation and preparation.

. . .that the State has instituted policies and procedures to insure that copies of all plans, reports, rules and regulations issued by the State Board and any other State agency are made reasonably available to the public.

. . .that the funds used for vocational education for handicapped persons are consistent with the State plan submitted pursuant to the Education of the Handicapped Act.

Five-Year Program Plan

The State must submit to the Commissioner, during the fiscal year 1982, and during each fifth fiscal year thereafter, a State Plan for Vocational Education for the five fiscal years succeeding each such fiscal year.

Required Participation

The State Board must provide for the active participation of representatives of State agencies having responsibility for:

. . .secondary vocational education programs
. . .postsecondary vocational education
. . .community and junior colleges
. . .institutions of higher education

In addition to these State agencies, representatives of the following groups must be actively involved in the planning process:

. . .local school board
. . .vocational education teachers
. . .local school administrators
. . .Governor's Employment and Training Council
. . .1202 Commission
. . .Proprietary School Commission
. . .State Advisory Council for Vocational Education

These persons must meet as a group at least four times during the planning year:

. . .prior to the development of the Plan
. . .to consider the first draft of the Plan
. . .to consider the revision of the Plan
. . .to approve the final Plan

Public Hearings

During the years that five-year plans are developed, the State Board shall conduct a series of public hearings, after public notice, throughout all regions of the State for all segments of the population to give their views on the tentative provisions included in the Plan.

The views expressed at such hearings must be included in the final State Plan. If particular views are not reflected, the Plan shall identify the reasons for the rejection.

Provisions

The Plan shall:

. . .Assess current and future needs for job skills.
. . .Identify goals to be achieved by the State by the end of the five-year period in meeting those needs for particular job skills.
. . .Identify courses and other training opportunities to be offered.
. . .Include projected enrollments of those courses and training opportunities.
. . .Identify allocations of responsibility for the offering of those courses and training opportunities.
. . .Establish formulas and policies for allocating all local, State and Federal resources available.
. . .Identify reasons for choosing those courses and training opportunities, enrollments, allocations of responsibilities, and allocation of resources.
. . .Identify how funds will be used under each section of Public Law 94-482.
. . .Identify criteria for coordinating training programs conducted by prime sponsors under CETA and VE programs, and for coordinating such VE programs with manpower training programs.

Review Process

Upon completion of the planning process, including the public hearings and the active participation of representatives from designated agencies, institutions, and groups, the Plan is submitted to the State Board for approval. If these representatives are not able to agree upon the provisions of the State Plan, the State Board has the responsibility for reaching a final decision. In such instances, however, the State Board must include in the Plan:

. . .recommendations rejected by the Board.
. . .the agency, council, or individual making such recommendations.
. . .reasons for rejection

Any agency, council, or individual dissatisfied with any final decision, can appeal the Board's decision to the Commissioner of Education (USOE) and the U.S. Court of Appeals.

Upon approval of the State Plan by the State Board, the Plan is submitted to the USOE Commissioner of Education. The Commissioner reviews the Plan to ascertain that all provisions of Pulbic Law 94-482 have been addressed and that adequate procedures have been identified to ensure that the State Plan will be carried out.

The Commissioner cannot disapprove a State Plan without giving the State Board opportunity for a hearing. If the State Board is dissatisfied with the final action of the Commissioer, the Board may appeal the decision to the U.S. Court of Appeals.

Annual Program Plans

The State must submit to the Commissioner an annual program plan for each of the fiscal years included in the five-year State Plan.

The representatives to be involved and the procedures to be followed in the planning process are the same as those specified for the five-year plan.

The provisions in the annual plan must include:

. . .updating of five-year plan as deemed necessary to reflect late or more accurate data.

. . .how State will comply with uses of Federal, state and local funds proposed for the fiscal year in the five-year plan.

. . .description of how these uses of funds differ from those in the five-year plan and give reasons for such changes.

. . .show results of the coordination of programs and of manpower programs with programs funded under Public Law 94-482.

. . .describe participation of local advisory councils.

Timelines

Five-year State Plans must be submitted to the USOE Commissioner of Education by July 2 preceding the beginning of the first fiscal year for which the plan is to take effect.

The Annual Program Plan must also be submitted to the USOE Commissioner of Education by July 1 preceding the beginning of the fiscal year for which the plan is to take effect.

Local Planning

Any local education agency who desires to receive either State or Federal vocational education funds must submit a five-year plan in fiscal year 1982 and during each fifth fiscal year thereafter. In addition, the local education agency must also develop an annual program plan for each succeeding year of the five-year period.

Required Participation

Each eligible recipient must establish a local advisory council which is composed of members of the general public, especially representatives of:

. . .business
. . .industry
. . .labor
. . .vocational education teachers
. . .vocational education students
. . .Vocational education supervisors
. . .administrators

Such local advisory councils may be established for program areas, schools, communities, or regions, whichever the local recipient determines best to meet its needs.

The specific organization and operating procedures of the local advisory council is determined at the local level. It is the purpose of the council, however, to advise the local education agency on current job needs and on the relevancy of courses being offered by such agency in meeting those needs.

Operating procedures, designation of authority and responsibility, involvement of individuals, and specific timelines are established by the local education agency.

Provisions

the local plan shall incude the following:

. . .Certification of involvement by the local advisory council in developing the local five-year plan.
. . .Evidence that consideration has been given to all educational and training resources in that area, including public proprietary and parochial schools.
. . .A description of how and to what extent the program proposed in the plan will meet the vocational education needs of student in the area or community served.
. . .A description of how the findings of any evaluations or programs operated by the applicant during previous years have been used to develop the program contained in the plan.
. . .A description of how the activities proposed in the plan relate to manpower programs conducted in the area by a prime sponsor established under CETA, if any, to assure a coordinated approach to meeting the vocational education needs of the area or community.
. . .A description of the relations between vocational education programs proposed to be coordinated and other programs in the area or community which are supported by State and local funds if any.

The plan must consist of the goals of vocational education as adopted by the State and two types of objectives:

. . .continuing objectives, which will include the on-going programs and activities, and
. . .improvement objectives, which will contain the programs and activities to be undertaken to improve vocational education at the local level. Attention should be given to such activities as in-service education of teachers, curriculum development, competency-based instruction, elimination of sex bias and sex stereotyping, and new programs to meet specific assessed needs.

The format for both the five-year and annual plan include:

. . .mission of vocational education
. . .goals
. . .objectives
. . .strategies and sub-strategies designed to achieve the objectives
. . .outcomes
. . .budgeted activities

Local Application Priorities

Factors given consideration in determining the percentage of Federal and/or State funds to be used includes the ability of the local recipient to provide its own resources, cost of education programs, and vocational education needs as described in the State Plan. Other priorities include areas of high youth unemployment or school dropouts, economically depressed areas, and proposals for programs which are new to the area to be served and which are designed to meet new and emerging manpower needs and job opportunities.

Review Process

Upon completion of the planning process at the local level, the plan is usually submitted to a local school board or community college board for approval. Pending the local board's approval, the plan is then submitted to the State Director of Vocational Education in Richmond. Plans submitted by private schools, State schools for the blind, and other institutions or agencies may be submitted directly to the State Department of Education.

Each plan will be reviewed by the State staff to determine if appropriate data have been utilized in formulating the goals, objectives, and strategies; the objectives are realistic in light of anticipated funds; required groups to cooperate in the development of the plan are evident; activities are appropriate; and effort in terms of local expenditures is being maintained.

Any local agency not satisfied with the action taken on its application will have an opportunity to meet with administrative officials designated by the State Board of Education.

If dissatisfied with the informal discussion, the local agency may request a hearing. The concerns expressed at the hearing become a matter of record. After the hearing, the application may be returned to the State Director of Vocational Education for further review. Further appeal may be made up to the State Board of Education. If any eligible recipient is dissatisfied with the final action of the State Board, the recipient may file with the U.S. Court of Appeals for the circuit in which the State is located. The judgment of the court is subject to review by the Supreme Court of the United States

Timelines

The five-year local plan and the annual program plan must be submitted to the State Director of Vocational Education by January 15 preceding the beginning of the fiscal year for which the plan is to take effect.

This planning cycle may be depicted thusly:

June through *January*—local program planning period with the local plan submitted to State Department by January 15.
February through *May*—State review and program approval period with local agency notified of disposition by May 31.
June—Planning cycle begins again.

PROGRAM IMPLEMENTATION AND EVALUATION IN CETA

The basic parameters for program implementation and evaluation in CETA are defined in Public Law 95-524, and are further defined in the Rules and Regulations published by the Department of Labor in the *Federal Register*. It must be recognized, however, that variations in operational procedures and specific supervisory responsibilities of given individuals vary at the local level. For more specific information regarding the operation of CETA within a given area or region, contact the local prime sponsor.

Comprehensive Employment and Training Services: Title II

Funding Allocations

Funding formulas are established for the allocation of funds to individual States as well as to prime sponsors within a given State. The criteria for State and prime sponsor allocations are the same and include:

. . .on the basis of sums received for these services in fiscal year 1978 compared to the sums received by all (States) (prime sponsors within the State).

. . .on the basis of the relative number of unemployed persons within the (State) (prime sponsor region) compared to the number in all (States) (prime sponsor regions).

. . .on the basis of the relative number of adults in families with an annual income below the low-income level within the (State) (prime sponsor region) compared to the total number in all (States) (prime sponsor regions)

Supplemental Vocational Education Assistance

Grants are made to Governors to provide financial assistance, through the State Board, to provide needed vocational education services in areas served by the prime sponsors. Services and financial assistance provided, however, must be in accordance with an agreement between the State Board and the prime sponsor.

In addition to providing vocational education and related services, funds may also be used to:

. . .coordinate CETA programs with existing vocational education programs;
. . .coordinate the utilization of CETA funds and vocational education funds to enhance economic growth and development in the State;

. . .develop linkages between vocational education, CETA training programs, and private sector employees;
. . .provide technical assistance to vocational education institutions and local education agencies to aid them in making cooperative arrangements with appropriate prime sponsors;
. . .provide information, curriculum materials, and technical assistance in curriculum development and staff developments to prime sponsors.

Conditions for Receiving Financial Assistance

. . .The prime sponsor must submit a satisfactory comprehensive employment and training plan.
. . .No more than 6.5% of the prime sponsor's allocation under Title II may be used for programs and services which provide occupational upgrading and retraining.
. . .The prime sponsor must enter into agreements with the State or local educational agencies or postsecondary educational institutions for providing employment and training programs which may consist of:

- — vocational training designed to prepare individuals for employment;
- — instruction in the basic cognitive skills necessary to obtain employment or pursue further education or training designed to prepare individuals for employment;
- — employment of persons in school controlled by such agencies or in postsecondary institutions;
- — such other employment and training activities which are consistent with the purposes and provisions of CETA legislation

Eligibility Criteria:

Services for the economically disadvantaged may be provided for persons who are:

. . .economically disadvantaged AND
. . .unemployed, or
. . .underemployed, or
. . .in school

In providing transitional employment opportunities for the economically disadvantaged, persons must satisfy these criteria:

. . .have been unemployed for at least 15 weeks;
. . .are receiving or whose family is receiving aid to families with dependent children provided by the Social Security Act.

Special Federal Responsibilities: Title III

Funding Allocations and Provisions

Funds allocated under this Title are not a part of the State's allocation, but rather come from discretionary funds made directly available to a contracting agency, institution, organization, or prime sponsor by the Secretary of Labor.

In addition to the programs and services identified in Chapter 1, funds may be used for such *special programs and activities* as:

. . .employment opportunities and appropriate training and supportive services to displaced homemakers.
. . .employment, training and related assistance and supportive services for offenders which will enable them to secure and retain meaningful employment.
. . .employment, training, related assistance and supportive assistance designed to increase the employment and training opportunities for unemployed and underemployed persons of limited English-speaking ability.
. . .employment, training, related assistance and supportive assistance for handicapped individuals, youth, single parents, and older workers, and to eliminate artificial and other employment barriers faced by such persons.
. . .local workshops for the training of youths and other individuals who wish to pursue careers as self-employed owners and managers of small businesses.

Funds are provided for *native American employment and training* programs including Native American Indian, Alaskan Native, and Hawaiian Native communities. In most instances, the Secretary of Labor will enter into an agreement with an Indian tribe or band which has a governing body or with such public agencies and private nonprofit organizations which the Secretary determines can best serve these groups. The Secretary may, however, enter into an arrangement with a prime sponsor to serve nonreservation Native Americans for programs and projects designed to meet their needs.

Funds may be provided for *migrant and seasonal farmworker employment and training programs*. Such programs and services may be provided through public agencies, private nonprofit organizations, and prime sponsors.

The Secretary may authorize funds to carry out *job search and relocation assistance* through agreements with States, State agencies, or prime sponsors.

Funds for providing an *outreach and public information program* for veterans may be provided. Such programs must utilize, to the maximum extent possible, the facilities of the Departments of Labor; Health, Education, and Welfare; and the Veterans' Administration.

The Secretary may provide funds to establish programs which will train personnel to work with and assist *handicapped individuals.* These programs may be in any areas of training or education which provide individuals with skills necessary to train or provide assistance to handicapped persons.

Funds are made available to promote the development of *partnership arrangements* between prime sponsors and employment security agencies. The program must be designed to achieve an employability plan and comprehensive program of job preparation and job search assistance for all eligible participants. Such partnerships may result therefrom:

. . .the creation of a joint-planning, administrative, and operational entity;
. . .combining and co-location of staff; and
. . .a joint data base and information system.

Projects may be funded for *middle-aged and older workers* including such projects as:

. . .programs to facilitate the transition of workers over 55 years of age from one occupation to another within the labor force or for non-participation to participation in the labor force;
. . .research on the relationships between age and employment and the dissemination of such findings;
. . .development of methods designed to assure increased labor force participation by older workers who are able and willing to work
. . .payment for reasonable training costs to program sponsors in preparing participants for second careers.
. . .participation in employment and training programs on a part-time or flexible-time basis.

Eligibility Criteria for Middle-Aged and Older Workers:

- over the age of 55
- unemployed, underemployed, or economically disadvantaged
- family income which is not in excess of 125% of the proverty level established by the Director of the Office of Management and Budget.

In addition to funds provided for such special federal responsibilities as those previously described, funds may be provided for such programs and activities as:

. . .establishment of a comprehensive program of employment and training research;
. . .experimental, developmental, demonstration, and pilot projects for the purpose of improving techniques and demonstrating the effectiveness of specialized methods in meeting employment and training problems;
. . .supportive employment and training projects of an experimental and demonstration nature for unemployed persons with serious problems in the labor market;
. . .research programs to investigate the applicability of job-sharing, work-sharing, and other flexible work hours arrangements in various settings, and of the incentives and technical assistance required by employers to implement such alternatives;

. . .research programs to investigate the extent to which job and wage classification systems undervalue certain skills and responsibilities on the basis of the sex of persons who usually hold the positions;
. . .demonstration and experimental projects to test the best methods of assisting persons, who might otherwise rely on public assistance or other income assistance, to find nonfederally assisted employment in the private and public sectors;
. . .demonstration programs and projects which provide expanded guidance and counseling services to eligible participants through community vocational resource centers
. . .educational and assistance programs designed to eliminate artificial barriers to employment;
. . .evaluation of a prime sponsor's Title II programs;
. . .special experimental programs design to link employment and training activities of prime sponsors to a workable strategy for stimulating local private economic development and replacement of declining industries.

Funds are also provided for the Secretary of Labor to:

. . .develop a labor market information and job bank program;
. . .provide appropriate preservice and inservice training for specialized, supportive, supervisory, or other personnel, and technical assistance with respect to CETA programs;
. . .establish a National Occupational Information and Coordinating Committee;
. . .establish a special voucher project to demonstrate the efficacy of providing vouchers to economically disadvantaged persons who are unemployed or underemployed.

Youth Programs: Title IV

Youth Employment Demonstration Programs

. . .*Youth Incentive Entitlement Pilot Projects:*

Eligibility Criteria:

A youth between the ages of 16 and 19 inclusive, the income of whose family is at or below the poverty level.

Employment Guarantees:

Employment guaranteed must take the form of any one of the following or any combination thereof:

— part-time employment or training or combination thereof during the school year, not to exceed an average of 20 hours per week for each youth

employed, and not to last less than 6 months nor more than 9 months; employment must be on projects operated by community-based organizations, local educational agencies, institutions of higher learning, nonprofit private organizations or institutions engaged in public service, nonprofit organizations or associations, units of general local government, or special purpose political subdivisions.

- part-time employment on an individual basis in any of the institutions identified above;
- part-time employment on either a project or individual basis in any of the institutions identified above which includes as a part of employment on-the-job apprenticeship training;
- full-time employment during the summer months, not to exceed 40 hours per week for each youth employed, and not to last less than 8 weeks in any of the institutions described previously.

. . . *Youth Community Conservation and Improvement Projects:*

Eligibility Criteria:

A youth who is unemployed and, at the time of entering employment, is between the ages of 16 to 19 inclusive.

Funding Allocations:

Funding formulas are established for the allocation of monies on the basis of the relative number of unemployed persons within each State as compared to all States. Specific percentage set-asides are identified for Native American eligible youth and for eligible youths in migrant and seasonal farmworker families.

Restrictions:

- No eligible youth shall be employed for more than 12 months in work financed under these provisions, except as prescribed by the Secretary of Labor.
- Projects must be conducted in such a manner as to permit eligible youths employed in the project who are in school to coordinate their jobs with classroom instruction and, to the extent feasible, to permit such eligible youths to receive credit from the appropriate educational agency.

. . . *Youth Employment and Training Programs:*

Funding Allocations:

Formulas are established for the allocation of funds on the basis of relative number of unemployed persons within each State as compared to all States, relative number of unemployed persons residing in areas of substantial unemployment within each State as compared with all States, and the relative number of persons in families with an annual income below the low-income level within each State as compared with all States. Specific percentage set-asides are identified for prime sponsors, the Governor, employment and training programs for Native American eligible youths, and employment and training programs for eligible youths in migrant and seasonal farmworker families.

Eligibility Criteria:

Persons who are unemployed, underemployed, or are in school and are ages 16 to 21 inclusive or, if authorized by such special regulations, are in school and are ages 14 to 15 inclusive; who are not members of households which have current gross family income at a rate exceeding 85% of the lower living standard income level.

. . .*Youth Employment Incentive and Social Bonus Program*

Eligibility Criteria:

A youth who is economically disadvantaged, unemployed, and has no significant previous employment, as determined by the Secretary of Labor.

Funding Allocations:

Funds are provided for programs in not more than 10 areas of high youth unemployment in the nation.

Restrictions:

- A social bonus of not more than $2,500 per year may be paid to an employer who has employed 5 eligible youths for at least 35 hours per week for a period of not less than one year. Payment may be allowed after 9 months in exceptional circumstances.
- The employer must offer each youth in the program appropriate training, supportive services, and counseling.
- If the training includes on-the-job training, the social bonus must be in addition to any monies received under the on-the-job training agreement.
- the employment of the youths must not result in layoffs or terminations of regular employees.

Job Corps

Eligibility Criteria:

To become an enrollee in the Job Corps, a young man or woman must be an eligible youth who:

. . .is between the ages of 14 and 22 inclusive, except that the maximum age limitation may be waived by the Secretary in the case of any handicapped individual;

. . .is economically disadvantaged or is a member of a family which is economically disadvantaged and who requires additional assistance in order to secure and hold meaningful employment, participate successully in regular school work, qualify for other suitable training programs, or satisfy Armed Forces requirements;

. . .is currently living in an environment characterized by cultural deprivation, a disruptive homelife, or other disorienting conditions which substantially impair prospects for successful participation in other programs;

. . .has the present capabilities and aspirations needed to complete and secure the full benefit of the Job Corps and is free of medical and behavioral problems which would preclude adjustment to the standards of conduct, discipline, work, and training of the Job Corps.

Restrictions:

. . .No individual can be selected as an enrollee unless there is reasonable expectation that the individual can participate successfully in group situations and activities.

. . .An individual on probation or parole may be selected only if released from the supervision of the probation and parole officials is satisfactory to those officials.

. . .No individual may be enrolled in the Job Corps for more than two years, except in special authorized cases.

. . .Enrollees must comply with standards of conduct or risk dismissal from the Corps or transfers to other locations.

Job Corps Centers

Job Corps Centers may be residential or nonresidential, and be established in conjunction with an area vocational education school facility or residential vocational school, or established by a private organization.

Allowances and Support

Enrollees may be provided with such personal, travel, and leave allowances, and such quarters, subsistence, transportation, equipment, clothing, recreational services, and other expenses as the Secretary may deem necessary or appropriate for their needs.

Summer Youth Program

Eligibility Criteria

Youth who are either unemployed, underemployed or in school, and either age 16 to 21 inclusive or 14 to 15 inclusive where authorized are eligible for participation in the summer youth program.

Funding Allocation

Funding formulas are established for the allocation of monies and include such factors as each prime sponsor's proportion of funds allocated for the previous year's summer programs; ratio of the annual average number of unemployed persons in the prime sponsor's area to the total annual average number of unemployed persons in the United States; ratio of the number of adults in low-income families in the prime sponsor's area to the total number in the United States; and the ratio of the number of Native American youths 14 through 21 in the eligible prime sponsor's area to the total number of Native American youths 14 to 21 in all Native American entity areas.

Countercyclical Public Service Employment Program: Title VI

Funding Allocation

Funding formulas are established which identifies set-asides for Native American entities and which base the allocation of monies on such factors as relative number of unemployed persons who reside in the prime sponsor's jurisdiction, the number of unemployed persons residing in areas of substantial unemployment, and the relative excess number of unemployed persons who reside within the jurisdiction of the prime sponsor as compared to the totals of such groups in the jurisdiction of all prime sponsors.

Limitations are set on the percent of funds allocated which can be used for public service employment programs, wages and employment benefits to persons so employed, and for administrative and other allowable costs.

Eligibility Criteria

An eligible individual is one who has been unemployed for at least 10 out of the 12 weeks immediately prior to application, who is unemployed at the time of application, whose family income does not exceed 100 percent of the lower living standard income level based on the 3-month period prior to the individual's application, and who is, or whose family is, receiving aid to families with dependent children provided under the Social Security Act.

Private Sector Opportunities for the Economically Disadvantaged: Title VII

Allocation of Funds

The same formulas used to determine the allocation of funds for programs and services under Title II are used for the distribution of monies under VII.

Conditions for Receiving Financial Assistance

Each prime sponsor must describe its proposed private sector initiatives and the integration of such initiatives with other training and placement activities provided through CETA legislation. In addition:

. . .the proposed activities must be consistent with the provisions of the legislation and the regulations of the Secretary.
. . .the financial assistance must be used to supplement, but not supplant, on-the-job training and related activities carried out under other titles of CETA legislation;
. . .the private industry council must undertake to make an analysis of private sector job opportunities;
. . .the plan must have been submitted to the prime sponsor's planning council for review, comments, and recommendations;
. . .the proposed plan must be made available to appropriate labor organizations, community-based organizations, and educational agencies for their comments;
. . .the prime sponsor and the private industry council must both have agreed to the plan.

Young Adult Conservation Corps: Title VIII

Eligibility Criteria

Enrollees must be selected by the Secretaries of the Interior and Agriculture only from candidates referred by the Secretary of Labor. Membership in the Corps is limited to individuals who, at the time of enrollment:

. . .are unemployed;
. . .are between the ages 16 to 23 inclusive;
. . .are citizens or lawfully permanent residents of the U.S. or lawfully admitted refugees or parolees; and
. . .who are capable of carrying out the work of the corps for the estimated duration of each such individual's enrollment.

Restrictions

. . .No individual may be enrolled in the Corps for a total period of more than 12 months, with such maximum period consisting of either 1 continuous 12-month period, or 3 or less periods which total 12 months except where authorized.
. . .No individual can enroll in the Corps for the sole purpose or membership for the normal period between school terms.
. . .Employment must result in an increase in employment opportunities over those which would otherwise be available.
. . .Employment must not result in the displacement of currently employed workers.
. . .Employment must not impair existing contracts for services or result in the substitution of Federal for other funds in connection with work that would otherwise be performed.

Funding Allocation

At least 30% of the funds appropriated for these programs are made available on the basis of total youth population within each State.

Monitoring Procedures

The Contracting Officer, the Secretary of Labor, the Comptroller General of the United States, or any of their duly authorized representatives, have access to any books, papers, and records of the Contractor and their subcontractor which are pertinent to programs and services provided under CETA legislation. Such access is for the purpose of monitoring and making surveys, adults, examinations, excerpts, and transcripts. Additionally, if requested by these individuals, the Contractor must provide copies of such books, papers, and records.

Monitoring activities consist of desk monitoring, scheduled on-site visitations, and a review of the required reports submitted by the Contractors. During on-site visitations, interviews may be scheduled with the client groups served, subcontractors, and/or with local administrators.

There must be at least one audit/monitoring visit performed during the course of the contract. Should such examination reveal discrepancies, additional audits/monitoring visits as are necessary to determine that the discrepancies have been corrected are conducted.

At a minimum, monitoring visits, surveys, audits, or examinations determine:

. . .whether financial operations are properly conducted
. . .whether the financial reports are fairly presented,
. . .whether the available information indicates that the Contractor has complied with applicable laws, regulations, and administrative requirements.

Contractors must respond in writing to the findings, conclusions, and recommendations in the audit-monitoring reports when requested to do so by the Prime Sponsor.

Projects and contracts issued by the Balance of State to local recipients are monitored by the staff in the Associate Commissioner's Office of the Virginia Employment Commission, with the exception of those contracts relating to classroom training. Projects and contracts relating to classroom training are monitored by the staff in the State Department of Education who also monitor the contracts, grants and projects funded through the 6% set-aside monies for vocational education. All other prime sponsors are responsible for monitoring their local contracts in keeping with the rules and regulations relating to the administration of CETA legislation.

The recipient is responsible for the development, approval and operations of all contracts and subgrants and must ascertain that its contractors and subrecipients adhere to the requirements of CETA legislation and its accompanying rules and regulations. The recipient must require that such parties maintain effective control and accountability over all funds, property and other assets covered by the contract and subcontract. All record requirements must be met and all records must be made available for review by the recipient and the Department of Labor.

Reporting Requirements for Prime Sponsors

Each prime sponsor must submit four periodic reports which will be used by the Secretary to asses its performance in carrying out the objectives of CETA legislation. These four reports include:

. . .The Program Status Summary
. . .The Financial Status Report
. . .The Quarterly Summary of Participant Characteristics
. . .Classroom and On-the-Job Training Report

Additional reports may be requested by the Department of Labor and other Federal agencies. The detailed descriptions of those reports are in the *Forms Preparation Handbook*. The reports must be prepared to coincide with the ending dates of Federal fiscal year quarters. These reports must be sent by the prime sponsor to be received by the Regional Administrator no later than 30 days after the end of the reporting period. Separate reports are required for each Annual Plan Subpart.

Reporting Requirements Relating to Vocational Education Activities

Financial and statistical reports, as described in the *Forms Preparation Handbook*, must be submitted quarterly. In addition, an end of year narrative report must be submitted which describes achievement during the year. The following financial and statistical reports are required:

. . .A Special Grant Program Status Summary
. . .A Special Grant Financial Status Report
. . .A Quarterly Summary of Participant Characteristics (QSPC).

The QSPC is required only for participants where the State coordination and special services or educational linkages funds are utilized to fund training and employment opportunities. Each of these reports must be submitted to the Regional Administrator no later than 30 days after the end of the reporting period. The narrative report must be submitted no later than 30 days after the end of the fiscal year.

The prime sponsor must provide to the State Vocational Board a list of the participants enrolled in classroom training under the nonfinancial agreement quarterly. The list must include names, social security numbers, dates of birth, and Title under which enrolled. The State Vocational Education Board must prepare the Vocational Education Program Status Summary and submit the report to the Governor for submittal to the Regional Administrator.

Evaluation and Follow-Up Procedures

The ultimate responsibility for the continuing evaluation of all programs, activities and research and demonstration projects provided under CETA legislation lies with the Secretary of Labor. The input for this assessment, however, comes from the periodic reports provided by the prime sponsors. Areas of evaluation include:

. . .The cost effectiveness of all programs, activities, and research and demonstration projects in achieving the purposes of CETA legislation;
. . .Their impact on communities and participants;
. . .Their implication for related programs
. . .The extent to which they meet the needs of persons by age, sex, race and national origin;
. . .The adequacy of the mechanism for the delivery of services.

The Secretary must compare the effectiveness of programs conducted by prime sponsors of the same class and of different classes, and compare the effectiveness of programs conducted by prime sponsors with similar programs carried out by the Secretary under the CETA legislation. Opinions concerning the strengths and weaknesses of the programs must also be collected from the participants.

In making this assessment, the Secretary must evaluate the effectiveness of programs with respect to the statutory goals and objectives to include:

. . .increases in employment earnings for participants;
. . .duration in training and employment situations;
. . .information on the post-enrollment labor market experience of program participants for at least a year following their termination for such programs, and
. . .comparable information on other employees or trainees of participating employers.

Annual Evaluation Plan:

An annual evaluation plan must be prepared and submitted by the Secretary of Labor to the Congress. This plan must:

- set forth major themes for the areas of research, statistics, evaluation, experimentation, and demonstrations to be undertaken in the succeeding fiscal year.
- the program purposes and policy alternatives to which each area is related and the current and proposed funding and staffing levels.
- the Secretary must also specify in the portions of the plan relating to experimentation and demonstrations the intended outcome of proposed major innovations or to achieve adoption of the demonstration.

Annual Evaluation Report:

An annual evaluation report for employment and training programs must be submitted to the Congress by the Secretary of Labor. This report must include:

- a summary of the achievements, failures, and problems of the various programs authorized in the CETA legislation in meeting the objectives of the legislation;
- a summary of major findings from research, evaluation, and experiments conducted in the previous fiscal year;
- recommendations for program modifications based upon analysis of such findings; and
- such other recommendations for legislative or administrative action as the Secretary deems appropriate.

An ongoing program of evaluation is developed by the Secretary to ratify prime sponsors of experiments and demonstrations to be conducted in the various states. The results of all research, demonstrations, evaluations and experiments of employment and training programs are subsequently distributed to all prime sponsors.

To augment the collection of consistent data, the Secretary has developed standard definitions of "enrollment," "completions," "job placements," and "training-related job placements" for classroom and on-the-job training programs funded under CETA legislation. He has also established procedures for the uniform reporting by prime sponsors of information on enrollments, completions, job placements, and training related placements by detailed occupational or training code for classroom and on-the-job training programs funded through CETA legislation.

This annual evaluation report must be submitted to the Congress not later than March 1, 1980 and annually thereafter.

PROGRAM IMPLEMENTATION AND EVALUATION IN VOCATIONAL EDUCATION

The basic parameters for the administration of vocational education are outlined in the *Virginia State Plan for Vocational Education*. It must be recognized, however, that variations in operational procedures and specific supervisory responsibilities vary at the local level.

Funding Process

As identified in the previous chapter, the *State Plan* must contain specific formulas for the allocation of all Federal, State, and local resources. Upon approval of the *State Plan* by the State Board and by the USOE Commissioner of Education, these formulas provide the basis for the distribution of funds.

Criteria Used in Allocations

All local school divisions are ranked in relation to each other for the purpose of determining the percentage of reimbursement for approved basic grant activities. Divisions with the highest total control factor receive the highest percentage of reimbursement.

. . .*Relative ability to provide resources:*
This is based on the relationship of the local true property values, the local personal income, and the local share of the state sales tax earmarked for education to the students in average daily membership (ADM) and to the total population within each school division.

. . .*Vocational Education Needs:*
Needs are based on the rate of dropouts, the rate of unemployment, and the percentage of students not continuing their education upon leaving high school in each school division.

. . .*Relative Costs:*
This is based on the local expenditures per pupil in ADM for a specified base year.

The most important factors used in the allocation of funds are the relative ability of the local agency to provide the resources necessary to meet the need for vocational education in the areas they serve and the relative number or concentration of low-income families or individuals within the area.

In the case of other eligible recipients, the most important factor shall be relative financial ability of such recipients to provide the resources necessary to initiate or

maintain VE programs to meet the needs of their students and the relative concentration of students and whom they serve whose education imposes higher than average costs, such as handicapped students, students from low income families, and students from families in which English is not the primary language.

The Virginia Community College system is allotted a portion of the funds set aside for postsecondary vocational education. These funds must be used for vocational-technical education programs and activities for post-secondary students and adults preparing for entering the labor market.

Reimbursement on construction projects, including initial equipment, for those VE activities under the Appalachian Regional Development Act and the Coastal Plans Regional Economic Development Act are determined for each project under the state priority needs for aid and the requirements of these two Acts. Exact percentages are included in the approval of each project by the Appalachian Commission, the Coastal Plains Commission, and the Department of Health, Education, and Welfare.

Matching Requirements

For each Federal dollar expended for VE programs, services and activities, at least one dollar of State and/or local funds must be expended. Federal set aside funds must also be matched dollar for dollar, but constitute a separate match. Federal funds made available to accommodate students in non-profit private schools cannot be co-mingled with State or local funds and are provided at 100 percentum of cost of VE programs.

Expenditures Requirements

The fiscal effort of the State and the local agency for vocational education on a per student or aggregate basis must not be less than the fiscal effort in the previous fiscal year or in the second preceding fiscal year. Such maintenence of effort will not be considered reduced if the effort in the preceding year is less than that in the second preceding year by not more than five percent.

Payments made to eligible recipients are on the basis of an *advance*, if a local plan has been approved, or on the basis of *reimbursement* for actual expenditures already incurred. In the latter case, the agency must submit proper claims for reimbursement in accordance with applications previously approved.

The approved plan or requisition is used as authority by the Division of Administration and Finance, State Department of Education, to issue vouchers on which the State Treasurer sends funds to the treasurer of the agency requesting the reimbursement. All expenditures made by the State or local education agency are made on a cash basis.

Basic fiscal documents such as purchase orders, applications, travel authorizations, vouchers, and other records relating to payments are retained by the Division of Administration and Finance in Richmond for five years.

At least once every two years, all accounts and records of every city and county official and agency in the State handling State funds are audited by the Auditor of Public Accounts.

Contracting

The present policy of the State Board does not provide for vocational education under contract with agencies and institutions other than local educational agencies. The LEA may, however, enter into a contract to provide vocational education that is not otherwise available.

To do so, a contract must be developed by the LEA and submitted to the vocational education division for review. This review includes an appraisal of the costs, type of training provided, the number of persons to be served, and the effect on the objectives as set forth in the long-range and annual plans. Results of the review are forwarded to the LEA with approval or disapproval with reasons for such action.

Cooperative Agreements

The State Board may enter into a cooperative agreement with any agency, group, or individual in order to assure efficient delivery of services necessary for effective VE programming.

Each cooperative agreement must specify the type of service to be provided by each party and necessary time deadlines. Each agreement must be signed by the chief executive officer of the agency or group and by the superintendent of public instruction.

Cooperative agreements currently exist between the State Board and the State Board for Community Colleges, between the State Board and the Rehabilitative School Authority, between the State Board and the Governor's Employment & Training Services Council, between the State Board and the Virginia Employment Commission, between the Virginia Department of Education and the Virginia Department of Vocational Rehabilitation, and between the State Department of Education and the Virginia Employment Commission: CETA Prime Sponsor Balance of State. For a copy of these agreements, refer to the *Virginia State Plan for Vocational Education,* or contact one of the officials of the cooperating parties.

Requirements and Restrictions by Type of Program, Service or Category

The major requirements and/or restrictions governing the expenditure of funds by type of program, service, or category are highlighted below. For a more detailed description of these restrictions, refer to the *Virginia State Plan for Vocational Education,* or contact a local vocational administrator.

Basic Grant Program

. . .*VE Programs:*
Funds may be used for VE instruction and for the acquisition, maintenance, and repair of instructional supplies, teaching aids and equipment. Allocation of funds must be in accordance with the approved local plan.

. . .*Programs for the Disadvantaged:*
The identification and counseling of these persons in VE programs must be carried on through the local educational agencies by the administrative, guidance, and vocational personnel utilizing knowledge of the individuals in their school based on cumulative data records, family background, tests, personal interviews and performance in school.

Students so identified must satisfy two or more of the following characteristics:

- personality, home, or emotional problems
- members of family with low incomes
- low or underachiever
- behind one or more grades
- disinterested in school, irregular attendance
- lack personal goals and/or sense of purpose
- cultural or linguistic isolation
- normal or above in potential ability but failing to achieve for some reason

. . .*Programs for the Handicapped:*
Handicapped students must be *identified* by the Special Education Service of the Department of Education or by those State agencies responsible for serving handicapped persons.

Each handicapped person must be served in accordance with the individualized education program developed for each student consistent with regulations prescribed by the State Board and Education for All Handicapped Act of 1975. Vocational education provided each handicapped student must be reflected in the IEP developed for the student by the local education agency. If vocational funds are to be used, the local agency must involve a local vocational educator qualified to supervise or provide vocational education.

. . .*Work Study Programs:*
The local agency's application for work-study funds must include all information as required in the previous chapter. The local coordinator of the work-study program must meet the State Board certification requirements as a VE instructor

or meet the certification requirements as a guidance counselor. The local agency must pay the student at least once each month and forward a copy of each payroll to the State Board requesting reimbursement.

. . .*Cooperative VE Programs:*

Funds may be used to establish or extend cooperative VE programs through LEA's with the participation of public and private employers. Written training agreements between the employer, the employee, and the LEA are required. Criteria for the selection of jobs, employment standards, and evaluation of job performance must be established jointly by the LEA and the local advisory committee.

Payment of added employer costs may be made only when it is apparent that without such reimbursement, employers will not be able to provide quality OJT. The added costs must be determined by negotiation between the LEA and the employer, and must be included in the training agreement. A LEA applying for such funds must submit a description of eligible costs to be paid, criteria for reimbursement to employer, and method of determining reasonable costs.

Payment for unusual costs to students participating in cooperative VE programs may be made. This includes costs for special tools, equipment, clothing, transportation, safety, and protective devices *provided* such payment does not have the effect of underwriting personal obligations and expenses which students in similar circumstances are reasonably expected to assume. A LEA applying for such funds must submit a description of eligible costs to be paid, criteria for reimbursement to student or vendor, and standards for performance of students to qualify for funds.

Agencies receiving funds for these programs must provide assurance that expenditures can be separately identified as such and will not be co-mingled with State or local funds.

. . .*Energy Education:*

Only postsecondary educational institutions may apply for these funds. Applications are reviewed for: its impact on labor market needs, reasonableness of cost, and expected outcomes.

. . .*Construction of Area VE Facilities:*

Funds may be used for the construction of area VE facilities which meet the requirements described in Chapter 1. The recipient must comply with all Federal and State requirements relating to labor standards, nondiscrimination in employment, avoidance of flood hazards, and access by the handicapped.

All contracting for construction is made on a lump-sum, fixed-price basis. Contracts are awarded on the basis of competitive bidding with award of the contract to the lowest responsive and responsible bidder.

. . .*Stipends:*

Funds may be used to provide stipends to students entering or already enrolled in VE programs under extenuating circumstances. The local agency must provide: evidence that the applicant's acute economic need cannot be adequately met under work study programs or any other provisions; evidence that the applicant is not presently receiving financial assistance from any other local.

State, or Federal agency; and evidence that the applicant is capable of pursuing and successfully completing a vocational program. Applications are reviewed by the State Board of each individual.

. . .*Placement Services:*

To qualify for such funds, the local agency must provide: evidence that all possible sources of placement assistance in any Federal Act have been explored; and evidence that the local agency is not receiving placement assistance from any other State, local, or Federal agency or source assistance adequate to meet the placement needs of students who complete VE programs.

. . .*Industrial Arts Programs:*

Funds may be used for Industrial Arts programs meeting the criteria identified in Chapter 1. Applications are made through the local agency's annual and five-year plan. In reviewing such requests, consideration is given to the opportunities for participants to enter into appropriate occupational preparation programs at the next educational level.

. . .*Support Services for Women:*

Funds may be used to provide support services for women who enter VE programs designed to prepare individuals for employment in jobs which have been traditionally limited to men. These services may include: counseling as to the nature of such programs and the difficulties which may be encountered by women in these programs; job development; and job-following services.

Funds may also be used to provide day care services for children of students in secondary and postsecondary VE programs. The local agency must provide assurances that: these services are necessary for the student to participate in a VE program; the services will be provided in a facility adequate for the purpose and will meet all safety and health requirements; persons employed to operate the facility are qualified to provide such services; and the cost of the services is reasonable and fully justified.

. . .*VE for Homemakers, Heads of Households and Persons Seeking Employment in Non-Traditional Job Fields:*

Funds may be used to provide special services including courses for seeking employment and placement, for these groups to enroll and successfully complete VE programs. The local agencies must provide full justification and specifically identify the service to be provided as a part of its annual and five-year plan.

. . .*Residential Vocational Schools:*

Funds may be used to construct and operate residential vocational schools which meet specified requirements. In no way may juveniles be assigned to such schools as the result of their delinquent conduct. No fees, tuition, or other charges can be required of students who attend such schools. Due consideration must first be given to the feasibility of utilizing existing VE facilities.

Program Improvement & Support Services

. . .*Research Programs:*
Funds may be used for such research activities as described in Chapter 1. Such funds are administered by the Research Coordinating Unit through contracts with any college, university, LEA, other public or non-profit private agency or institution and with any private agency, organization, or institution. The applicant must demonstrate a reasonable probability that the contract will result in improved teaching techniques or curriculum materials that will be used in a substantial number of classrooms or other learning situations within 5 years after the termination date of the project.

Each applicant must: describe the nature, duration, purpose and plan of the project; describe the use to be made of the results of the project; describe the qualifications of the personnel staff responsible for the project; present a detailed justification of the amount of contract funds requested including the portion of the cost to be borne by the applicant; and identify the individual authorized to execute and submit the proposal to the State Board and to act for the applicant.

. . .*Exemplary and Innovative Programs:*
Funds may be used for the purposes described in Chapter 1. Such funds are administered through the RCU through contracts with LEA's, or other public or private agencies, organizations, or institutions. Contracts for any program or project may not exceed a three-year period.

Local applications for contract involving participation of students in non-profit private schools must provide assurance which include: a description of the manner in which determination was made of the need for such participation; a description of the arrangements for their participation and copies of agreements made between the LEA and the nonprofit school; a description of measures to be taken to assure that such participation will be genuine and meaningful; provisions for assuring proper supervision and evaluation for such participation; provisions that service for such students will be under public control and direction; provision that no expenditure of Federal funds will be used for private school construction, equipment, or for salaries of personnel for regular duties; and provision that forming classes that are separated by school enrollments or religious affiliation will be avoided.

The local recipient must use accounting measures that will assure that each expenditure of Federal funds can be separately identified as such and will not co-mingle with State or local funds.

Applications must include the same type of data as are required in the applications for research funds previously described. In addition, the applicant must describe the type of students to participate in the project including the provision that will be made for the participation of students from appropriate non-profit private schools.

. . .*Curriculum Development Programs:*
Funds may be used for programs including the acquisition and dissemination of materials, in all areas of VE and at all levels according to identified needs. No Federal funds may be used for such programs unless there is reasonable probability that the materials will result in improved teaching techniques and will be used in a substantial number of classrooms or other learning situations within 5 years after development. Curriculum materials to be developed *must be identified* in the State's annual program plan.

. . .*Vocational Guidance & Counseling:*
Funds may be used for vocational development guidance and counseling programs and services as described in Chapter 1. No specific restrictions are identified in the use of these funds provided the expenditures are appropriate to the programs and services so identified; the local agency's request is included in its annual program and five-year plan; and the services, programs, and activities to be funded have been identified in the annual program and five-year State plan.

. . *VE Personnel Training:*
Funds may be used for such pre-service and in-service training activities as were described in Chapter 1.

Institutions providing *pre-service* training may request funds to support approved activities including teacher salaries, research, supervision of student teachers, participation in professional meetings, development of curriculum materials, and travel expenses essential for effective program operation. The institution must assure that instructional materials, including text and reference materials, audio-visual aids, and instructional media are available and up to date. Adequate space for an approved teacher education program must also be provided by the institution.

In-service education may be offered by teacher educators, State and local supervisory staffs, and special consultants. Such education may be offered through regular courses, short intensive courses, workshops, conferences, and individual visitation. Such education must include teaching techniques, subject matter content, preparation of instructional materials, leadership training, and program development. Provisions may be made for the payment of stipends, tuition and fees to VE personnel enrolled in in-service education programs.

Local agencies may offer *exchange programs* for VE teachers and other staff members with skilled technicians or other qualified employees in business and industry for specified periods of time. Such exchanges are subject to the regulations to the State Board of teacher certification.

. . .*Sex Bias:*
Project proposals may be submitted by local agencies, other State agencies, and private organizations in support of activities which assist in overcoming sex bias and sex stereotyping. Proposals must be in accordance with the goals and objectives contained in the five-year State Plan.

Special Programs for the Disadvantaged

Funds may be used for special educational programs and services such as special instructional programs and prevocational orientation programs, remedial instruction, guidance and counseling, employability skill training, communications skills training, diagnostic services, special education equipment, special services and devices, and reader and interpreter services.

Once a school division becomes eligible and a project implemented, the division will remain eligible for at least a 3 year period from the date of implementation *provided the need continues to exist.* Priority is given to those areas of the state identified as having a high concentration of youth dropouts. Funds may be provided for the participation of students in nonprofit private schools provided the same assurances as described under "Exemplary and Innovative Programs" in this Chapter is met.

Expenditures of such funds must be identified separately and cannot be co-mingled with State or local funds.

Consumer and Homemaking Education

Funds may be used for such Consumer and Homemaking Education programs and activities as were outlined in Chapter 1. Applications for these programs, activities, and services must be included in the annual and five-year local plan.

Monitoring Procedures

State Monitoring

Projects and contracts approved by the State Board for program improvement and support services including research, exemplary and innovative programs, curriculum development, vocational guidance and counseling, are monitored by the staff in the Research Coordinating Unit in the Division of Vocational Education, State Department of Education.

Approved projects and contracts relating to personnel training are monitored by the staff of the Vocational Personnel Development unit, Division of Vocational Education, State Department of Education.

Special projects relating to the handicapped and disadvantaged are monitored by a staff designed with the Program Services unit, Division of Vocational Education, State Department of Education.

Projects, contracts, and/or grants relating to the elimination of sex bias and sex stereotyping are monitored by the staff of the Vocational Sex Equity Unit, Division of Vocational Education, State Department of Education.

Approved projects relative to postsecondary education, proprietary schools, adult education, and CETA are monitored by the staff of the Adult & Continuing Education, State Department of Education.

All other projects relating to basic grant programs and consumer and homemaking education are monitored by appropriate staff members in the Program Services unit, Division of Vocational Education, State Department of Education.

Monitoring of all such projects may include personal visitations, requirements and review of periodic and final reports, and auditing of project accounts. Technical assistance will be provided by the monitoring to the local recipient.

Local Monitoring

The State Board requires that the superintendent of a local school division, the president of a community college, or the chief executive officer of any other agency or institution be held accountable for the local monitoring of all contracts, grants, and projects which utilize Federal and/or State funds. This chief administrative officer may, however, delegate such responsibility to other appropriate members of his/her staff. Specific delegations of responsibility must be included in that agency's local plan, including a rationale for such action.

Inquiries regarding specific arrangements for monitoring of identified projects, contract, and/or grants should be directed to the chief administrative officer of that local agency.

Reporting Procedures

State Reporting

As required in the provisions of Public Law 94-482, the State Board must submit an annual accountability report to the USOE Commissioner of Education. The report must include:

. . .the extent to which the state during the fiscal year has achieved the goals as outlined in its five-year plan.
. . .the degree to which the State has complied with the uses of Federal, state and local funds.
. . .how the funds have been used among the authorized uses prescribed in the law.

These reports must include a description of the extent to which objectives were achieved in terms of:

. . .courses and other training opportunities offered as projected in the plan.
. . .enrollments as projected in the plan.
. . .fund utilization among courses and training opportunities, among the various levels of education, and among the various institutions of the State.

Local Reporting

Each local recipient of funds must keep appropriate records and submit specified reports to enable the State Board to determine that the program of VE is being operated in accordance with the provisions of the State Plan, and also to enable the State Board to assemble and complete reports required by the USOE Commissioner.

Student enrollments in VE programs are collected through the Vocational Education Reporting System. The chief administrative officer, or his/her designee of the local agency is responsible for collecting the data on the forms provided by the State Department of Education. Such information is used for verification of "full-time equivalent students" for funding the additional cost of regular VE programs.

VERS enrollment reports for first semester courses are due October 15. They are reviewed, signed, and returned with an additional cost requisition processed for the first payment to the local agency by December 31. VERS enrollment reports on approved second semester courses are due March 1. These reports are reviewed, signed, and returned with an additional cost requisition processed for the second payment to the local agency by April 30. The final annual report of all expenditures for vocational education by category or additional cost, by program area, and by Federal, State, and local funds is due by August 15 of each year.

For projects, grants, and/or contracts funded through categorial funding, periodic (quarterly, semi-annually, and final) reports are required. These reports are forwarded to the appropriate monitoring staff for review. The status of all categorical expenditures and requisitions for reimbursement are due December 31, March 31, and June 10 of each fiscal year with the final annual report due by August 15.

Evaluation and Follow-Up Procedures

Federal Evaluations

The USOE Commissioner, within four months of the receipt of a state's annual plan and accountability report, must give the state an analysis of the plan and report including suggestions for improvement.

The vocational education programs in each state are subject to a detailed review every five years by the Bureau of Occupational and Adult Education in the USOE.

State Evaluations

Each state must, during the five-year period of the plan, evaluate the effectiveness of each program within the state. The data from such evaluations must be used to revise the state's program.

Included within its evaluation plan, the state must evaluate each program which is designed to develop student entry level job skills according to the extent the students find employment and occupations related to their training, and are considered by their employers to be well trained and prepared for employment.

The State must consult with the State Advisory Council in developing the plans, monitoring evaluations, using the results of the evaluations, and compiling the annual report.

Evaluative criteria are used to measure the effectiveness of the VE programs in the state, and the results are subject to continuous review. In these periodic evaluations, consideration is given to:

. . .adequacy of the facility
. . .the effectiveness of instruction
. . .the placement and follow-up of graduates
. . .the manner in which the State Plan and the State Board regulations are carried out.

Evaluations are based upon goals that have been established, and stress the essential elements that have the greatest possibility for improved performance.

Local Evaluation

The annual evaluation system at the local level provides a systematic, organized approach to program evaluation which involves all vocational staff. The system begins with a self-evaluation by all vocational teachers of the program in which they teach. This is followed by a department level evaluation and summary within the school and a school division evaluation and summary of the total vocational education program. Strengths, weaknesses, and recommendations are identified and given consideration as the next local plan is developed.

In addition to making use of local evaluation summaries and periodic supervisory visits by the State staff, on-site team evaluations of the total VE program are conducted by the State Board in priority divisions. Priorities are given to the divisions who are planning new construction, who have poor placement records, or who show the greatest need as a result of the annual self-evaluation.

Each year, the State conducts a follow-up of completions and also of employers of vocational completions.

Each local recipient of vocational funds is subject to periodic monitoring, program audits, and review to determine if such programs are being operated in full compliance with the State Plan.

Key areas included in team evaluations of programs are:

. . .extent to which program objectives are being achieved.
. . .involvement of advisory committees, other agencies and the community in local planning and evaluation.
. . .vocational guidance and personnel services.
. . .placement and follow-up of students who complete VE programs or who leave school prior to completion.
. . .administrative, supervisory, and other support programs.
. . .curriculum development activities.

. . .qualifications of personnel.
. . .assignment of personnel.
. . .adequacy of facilities.
. . .appropriate use of VE funds.
. . .compliance with State Plan requirements.

Each local agency receiving funds for *cooperative vocational education* must submit a description of policies and procedures to be followed, selection and employment of program staff, duties of staff, provision for continuous supervision and evaluation of students while engaged in on-the-job training and provision for follow-up of OJT students who have participated in the program. A copy of each such evaluative follow-up study made must be submitted to the State Director of Vocational Education annually.

The period for evaluation of vocational education programs begins in January and ends in May of each year.

COORDINATION AND ESTABLISHMENT OF LINKAGES

Funds are available through the Governor's Employment & Training Council for encouraging coordination and establishing linkages between prime sponsors and applicable educational agencies and institutions, and institutions providing training programs approved by the Secretary of Labor. Funds may be used for such activities as:

. . .Providing assistance to prime sponsors or education institutions in the development of agreements between prime sponsors and State Boards of Vocational Education and State or local education agencies or post-secondary educational institutions.

. . .Establishing mechanisms to increase information exchange between prime sponsors and educational agencies and institutions.

. . .Developing and disseminating models of linkages which can be shared with all prime sponsors in the State.

. . .Providing technical assistance to prime sponsors and educational agencies in the extension of educational offerings to prime sponsor jurisdictions which lack access to various educational opportunities.

. . .Providing information, curriculum materials, and technical assistance in curriculum development and staff development to prime sponsors.

. . .Providing assistance in development of systems for assessment and testing of educational attainment of participants in prime sponsor programs.

. . .Providing assistance to eliminate barriers in the educational system which hamper employment and training activities, such as the development of open-entry/open-exit courses and academic credit for CETA training.

. . .Expanding the size of jointly delivered training programs.

. . .Enhancing training and services available to participants in jointly delivered programs.

. . .Assisting in the planning, development, and evaluation of jointly delivered programs.

Common Interfaces of Responsibilities, Programs, and Services

The Vocational Education and CETA legislation provide numerous opportunities for the establishment of effective linkages as many commonalities in program purposes, client groups to be served, responsibilities, and services may be identified.

Client Groups Served by CETA and Vocational Education

Unemployed, underemployed, and economically disadvantaged people
In-school and out-of-school youth and adults
Handicapped individuals
Displaced homemakers

Programs, Services, Responsibilities of CETA & Vocational Ed

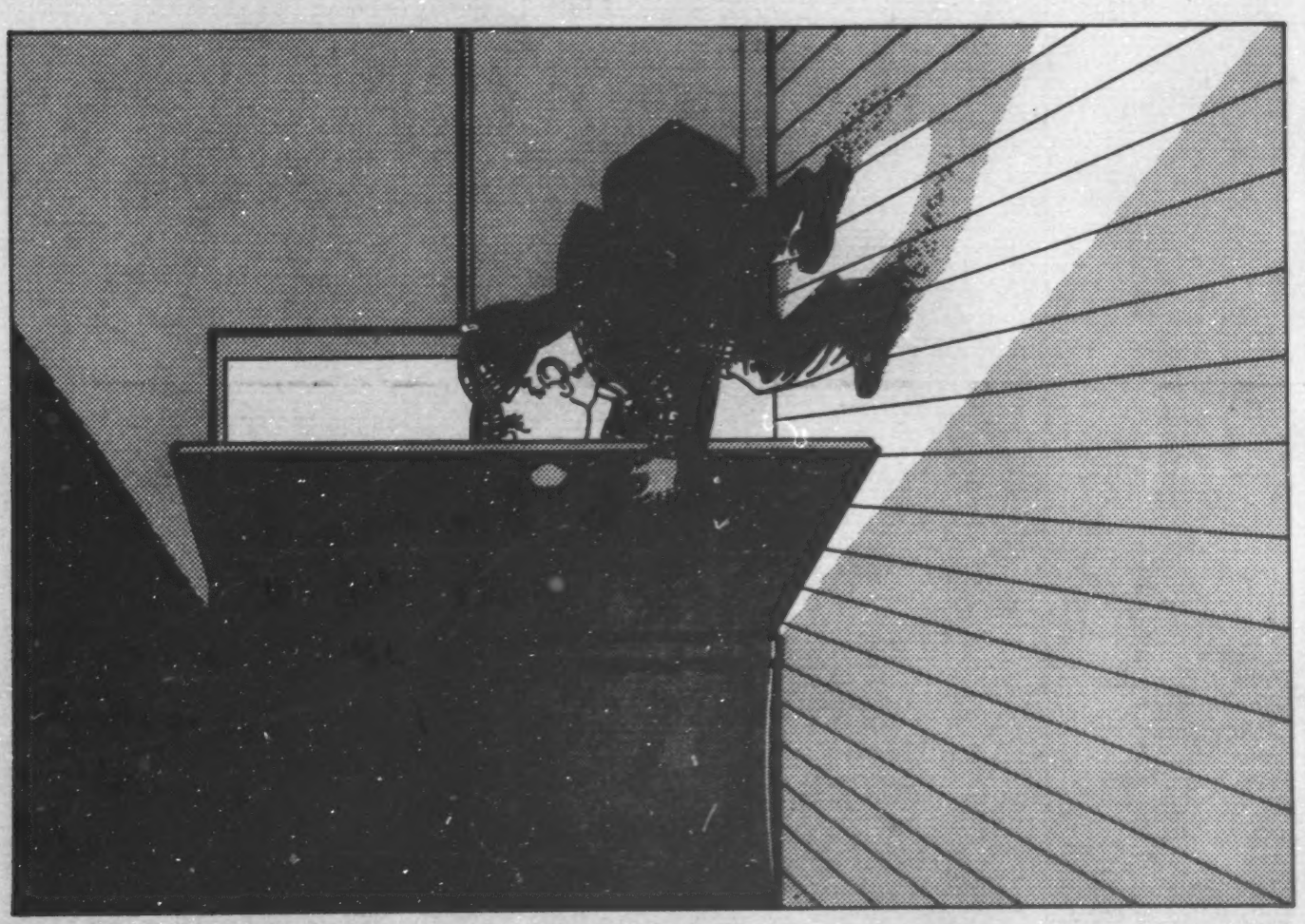
Collaborative planning
Job search assistance
Career guidance and counseling
Transportation assistance
Job placement assistance
Child-care supportive services

Improved linkages between employment and training agencies and the private sector
Involvement of private industry in program planning and needs assessment
Development of labor market data
Job development and restructuring
Elimination of sex bias and sex-stereotyping

Education and institutional skill training
Work experience programs
Bilingual training
Cooperative on-the-job training
Occupational upgrading and retraining
Activities promoting education to work transition
Follow-up services with employees and employers

As stated in the Foreword, any permanent comprehensive solution to unemployment, underemployment, and disadvantageness must involve the joint partnership of vocational education and employment and training services provided through CETA. The legislative mandates, the resources, and the opportunities are provided for the development of an effective partnership between the two entities of Vocational Education and CETA. The initiative and commitment for realizing this goal, however, must come from the CETA and vocational education personnel throughout the Commonwealth of Virginia.

For more specific information relating to successful linkages which are currently in evidence, refer to the publication, *Documentation of Successful Linkage Efforts and Activities and Evaluation of Transferability of Efforts and Activities*, a project report submitted under contract by VPI&SU to the Governor's Employment and Training Council.



GOVERNORS EMPLOYMENT

AND

TRAINING COUNCIL

GOVERNOR'S EMPLOYMENT AND TRAINING COUNCIL

NAME AND ADDRESS	SECTOR REPRESENTED
*BG (Ret) Melvin A. Goers 305 Gaines Mill Lane Hampton, Virginia 23669 (804/851-1640)	Representative of the General Public - General Public with an Interest in Manpower State Advisory Council on Vocational Education
Mr. Arthur L. Adkins Rt. 1, Box 299 Providence Forge, Virginia 23140 (804/829-2186)	Eligible Populations - Native American Community
Mr. Bevin R. Alexander Executive Vice President Virginia Hotel and Motel Association 300 West Franklin Street Richmond, Virginia 23320 (804/648-4895)	Business/Agriculture Representative - Business Community
Mr. Robert S. Baumgardner, Director Division of Labor and Industry 4th Street Office Bldg. P.O. Box 12064 Richmond, Virginia 23241	Division of Apprentice Training - Department of Labor & Industry
Ms. Sandra W. Brandt Area Representative, AFL-CIO Human Resources Development Institute Executive Office Building Suite #212 Janaf Shopping Center Norfolk, Virginia 23502 (804/461-4555)	Labor Representative

* Dual membershop until the term under SACVE expires.

Mr. Benjamin R. Bostic, Director The Francis H. Greenfield Laborers' and Contruction Industries Institute Route 634, P.O. Box 217 Sterling, Virginia 22170 (703/450-5950)	Labor Representative
Mr. Howard Bullen, CETA Director Economics Opportunities Commission 815 King Street Alexandria, Virginia 22314 (703/750-5731)	Prime Sponsor - City of Alexandria
Mr. Paul Clancey, Jr., Director Manpower Staff Peninsula Office of Manpower Programs 2017 Cunningham Drive - Suite 300 P. O. Box 7489 Hampton, Virginia 23666 (804/838-5206)	Prime Sponsor - Peninsula Consortium
Mr. Walter F. Coleman CETA Administrator Manpower Administration County of Henrico Byrd Center Office Complex 5651 South Laburnum Avenue Richmond, Virginia 23231 (804/226-1941)	Prime Sponsor - Henrico-Hanover-Chesterfield-Consortium
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Mr. Altamon Dickerson, Jr. Commissioner Virginia Department of Rehabilitative Services Richmond, Vringia 23230 (804/257-0316)	Department of Rehabilitative Services

Mr. William F. Dillon, Jr. Associate Commissioner VEC CETA Operations Richmond Plaza Building 111 South 6th Street Richmond, Virginia 23211 (804/786-1540)	Balance-of-State
Mr. Rufus R. Foutz, III Secretary-Treasurer Virginia State AFL-CIO 3315 West Broad Street Richmond, Virginia 23230 (804/355-7444)	Labor Representative
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Mr. Carroll H. Gilbert, Manager Human Resource Development Southern States Cooperative, Inc. 6606 West Broad Street P.O. Box 26234 Richmond, Virginia 23260 (804/281-1000)	Business/Agriculture Representative - Virginia Agri-Business Council
Mr Michael Gilbert, Manpower Director Suite 301 Law Building County of Fairfax 4057 Chain Bridge Road Fairfax, Virginia 22030 (703/691-3221)	Prime Sponsor - Northern Virginia Manpower Consortium Governor's Employment and Training Commission
Mr. Gerald Gordon, Manpower Administrator County Manpower Administrator 2100 - 14th St., North Arlington, Virginia 22201 (703/558-2688)	Prime Sponsor - Arlington County
Dr. Thomas H. Hohenshil Associate Professor, Vocational-Technical Education 259 University City Office Bldg. VPI & SU Blacksburg, Virginia 24061 703/961-7578	State Advisory Council for Vocational Education

Mr. Marcellus C. Heath, III Executive Director Southeastern Tidewater Area Manpower Authority Janaf Executive Building, Suite 300 P. O. Box 12072 Norfolk, Virginia 23502 (804/461-3945)	Prime Sponsor - Southeastern Tidewater Consortium
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Dr. Arthur L. Lane, Jr. Commissioner Virginia Employment Commission P.O. Box 1358 703 East Main Street Richmond, Virginia 23211 (804/786-3001)	Deliverers of Services and Other Groups - Virginia Association of Community Action Agencies
Mr. Ralph E. Leach Manpower Administrator Richmond Area Manpower Planning System Bureau of Manpower 823 E. Main Street Richmond, Virginia 23219 (804/780-8724)	Prime Sponsor - Richmond Consortium
Mr. Keith N. Lindgren, Metro Director National Alliance of Business Airport Executive Center Suite 209 Virginia Beach, Virginia 23455 (804/460-2601)	Business/Agriculture Representative - National Alliance of Business
Mr. Pho Ba Long Research Associate National Indochinese Clearinghouse and Technical Assistance Center CENTER FOR APPLIED LINGUISTICS 1611 North Kent Street Arlington, Virginia 22209 (703/528-4312)	Eligible Populations - Indo-Chinese Community

Mr. William L. Lukhard Commissioner Department of Welfare Blair Building 8007 Discovery Drive Richmond, Virginia 23288	Department of Welfare
Mr. William L. McGauley Commander Disable American Veterans of Virginia 1417 Pennsylvania Avenue Glen Allen, Virgnia 23060 (804/266-4843)	Disable American Veterans
Mr. Anthony E. Mannina 3043 Stratford Road Richmond, Virginia 23225 (804/272-6275)	Business/Agriculture Representative - Virginia Manufacturers Association
Mrs. Martha Owens 511 W. Marshall Street Richmond, Virginia 23220 (804/644-7507)	Representative of the General Public - Women with and Interest in Manpower
Mr. John R. Quackenbush Secretary-Treasurer Washington Building and Construction Trades Council AFL-CIO 7676 New Hampshire Ave., Suite 320 Langley Park, Maryland 20783 (301/431-3300)	Labor Representative
Mr. Lutrelle D. Rainey Virginia Commonwealth University 1617 Monument Avenue, Room 308 Richmond, Virginia 23220 (804/257-6105)	Minorities
The Honorable Maurice B. Rowe Secretary of Commerce and Resources & Council Chairman Governor's Employment and Training Council P.O. Box 1475 9th Street Office Building Richmond, Virginia 23212 (804/786-7831)	Cabinet Officer with Linkages to Vendors of Manpower

Mr. Carl Smith Manpower Director Richmond Community Action Program, Inc. 310 N. 33rd Street Richmond, Virginia 23223 (804/788-0276)	Deliverers of Services and Other Groups - Virginia Association of Community Action Agencies
Mr. Jeff D. Smith, President Retail Merchants Associations of Greater Richmond P.O. Box 1179 Richmond, Virginia 23209 (804/780-9200)	Business/Agriculture Representative - Business Community
Mr. Jim Stamper, Acting Director Office on Aging 830 East Main Street, Suite 950 Richmond, Virginia 23219 (804/786-7894)	Office on Aging
Dr. Carl E. Stark Mayor of Wytheville Wythe Medical Associates, Inc. 710 Ridge Road Wytheville, Virginia 24382 (703/228-2191)	Representatives of the General Public - Virginia Municipal League
Mr. J. Harry Tesh, President Best Trucking Company 2913 Halstead Road Richmond, Virginia 23235 (804/748-3388)	Business/Agriculture Representative - Business Community
Dr. Luis H. Vidana Holmes Building 2100 North 14th Street Room G-203 Arlington, Virginia 22201 (558-2128 or 558-2129)	Eligible Populations - Spanish Speaking Community
Ms. Sharon Waddell, Administrator Roanoke Consortium for Manpower Services Suite 301, Crystal Tower Building 145 West Campbell Avenue, 3rd Floor Roanoke, Virginia 24014 (703/982-2791)	Prime Sponsor - Roanoke Consortium

Mr. George L. Zeunges
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Senior Community Service
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Richmond, Virginia 23219
(804/649-3400)

Senior Citizens and Older Workers

Flatwoods Job Corps Center
Coeburn, Virginia 24230
(703/395-3384)

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804/226-1941

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Peninsula Office of Manpower Programs
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Manassas, Virginia 22110
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Richmond Area Manpower Planning System
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Southeastern Tidewater Area Manpower Planning Authority
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Virginia Employment Commission - CETA Operation
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Richmond, Virginia 23211

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I. Mr. Gerald Griswold, Abingdon Regional Operations Center
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P.O. Box 267
Abingdon, Virginia 24210
703/628-9196

II. Mr. Mel Fiel, Roanoke Regional Operations Center
403 West Campbell Avenue
Roanoke, Virginia 24016
703/982-7985

III. Mr. Sumner Pugh, Farmville Regional Operations Center
Drawer R
Farmville, Virginia 23901
804/392-8196

IV. Mr. Ben Vorhies, Harrisonburg Regional Operations Center
1776 South Main Street
Harrisonburg, Virginia 22801
703/433-1495

V. Mr. Pete Robins, Warsaw Regional Operations Center
P.O. Box 896
Warsaw, Virginia 22572
804/333-4048

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Southside Skills Center
Mr. Guy W. Griffin, Director
Southside Manpower Training Skills Center
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804/645-7471

Wise County Skills Center
Mr. Charles Stecker
Wise County Manpower Training Skills Center
P.O. Box 690
Wise, VA 24293
703/328-8081

Buckroe Skills Center
Mrs. Karen Strovink, Director
Buckroe Skills Center
710 Buckroe Avenue
Hampton VA 23664

Washington Skills Center
Mrs. Sena Edwards, Director
Washington County Manpower Training Skills Center
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Abingdon VA 24210
703/628-6641

Norfolk Skills Center
Mr. Edward Tippo, Director
Norfolk City Schools Skills Center
1830 Lindsay Avenue
Norfolk, VA 23504
804/441-2697

Northern Virginia Skills Center
Mr. Wade Morrison, Director
Northern Virginia Skills Center
816 South Walter Reed Drive
Arlington, VA 22204
703/920-4776

Fairfax Skills Center
Mr. Russell Crosier, Director
Fairfax County Skills Center
P.O. Box 466
Fort Belvoir, VA 22060
703/781-7029

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Dr. Robert Harper, Director
Adult & Vocational Education
Alexandria City Schools
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Alexandria, VA 22313
703/750-6272

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Executive Director
Central Virginia OIC
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Charlottesville, VA 22902
804/295-7151

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Coordinator of Adult Education
George Washington High School
701 Broad Street
Danville, VA 24541
804/799-6471

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Mr. Daniel Colaw
Warren County Public Schools
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Front Royal, VA 22630
703/635-2171

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Dr. Carmine J. Bell
Administrative Assistant
Wytheville Community College
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703/228-5541

Eastern Shore Community College
Mr. Jack Phillips
Eastern ShoreCommunity College
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Melfa, VA 23410
804/787-3972

Rappahannock Community College
Mr. Wallace Redman
Coordinator/Counselor
Rappahannock Community College
North Campus
Warsaw, VA 22572
804/333-4024

Scott County Schools
Mr. L. Joe Chapman, Principal
Scott County Vocational Center
P.O. Box 698
Gate City, VA 24251
703/386-6515

Russell County Schools
Mr. Anthony Carrier
Cleveland Junior High School
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Cleveland, VA 24225
703/889-2711

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Mr. Stuart Pope
Richmond OIC
21 East Leigh Street
Richmond, VA 23219
804/643-5371

Patrick Henry Community College
Mr. Bill Rittenhouse
PatricK Henry Community College
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Martinsville, VA 24112
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Mr. Roger Sharpe
Administrative Assistant
Galax City Public Schools
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703/236-2911

Dowell J. Howard
Mr. James Snyder, Director
Center for the Alternative School Program
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Stephens City, VA 22655
703/667-3604

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Mr. Paul Dugger
Vocational Director
Virginia High School
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Bristol, VA 24201
703/669-0785

Massanutten Vocational Center
Mr. Carroll Jones
Massanutten Vocational/Technical Center
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Harrisonburg, VA 22801
703/434-5961

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Mr. Dale Dodrill, Coordinator
Alternative Education
Rockingham County Public Schools
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Lord Fairfax Community College
Dr. Harold G. McMullen
Lord Fairfax Community College
P.O. Box E
Middletown, VA 22645
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Harrisonburg City Schools
Mr. Joseph Myers
Alternative Education
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Harrisonburg, VA 22801
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Dr. P. S. Chowdhry
Coordinator of Adult Education
Charlottesville City Schools
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Dabney Lancaster Community College
Ms. Jane North
Program Coordinator
Dabney Lancaster Community College
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Clifton Forge, VA 24422
703/862-4246

Valley Vocational Center
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Valley Vocational/Technical Center
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Coordinator of Research and Grants
(Geriatric Nursing Program)
Southwest Virginia Community College
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Richlands, VA 24641
703/964-2555

Dr. Michael N. Bishara
Mine Machine Maintenance Program
Southwest Virginia Community College
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Richlands, VA 24641
703-964-2555

Mountain Empire Community College

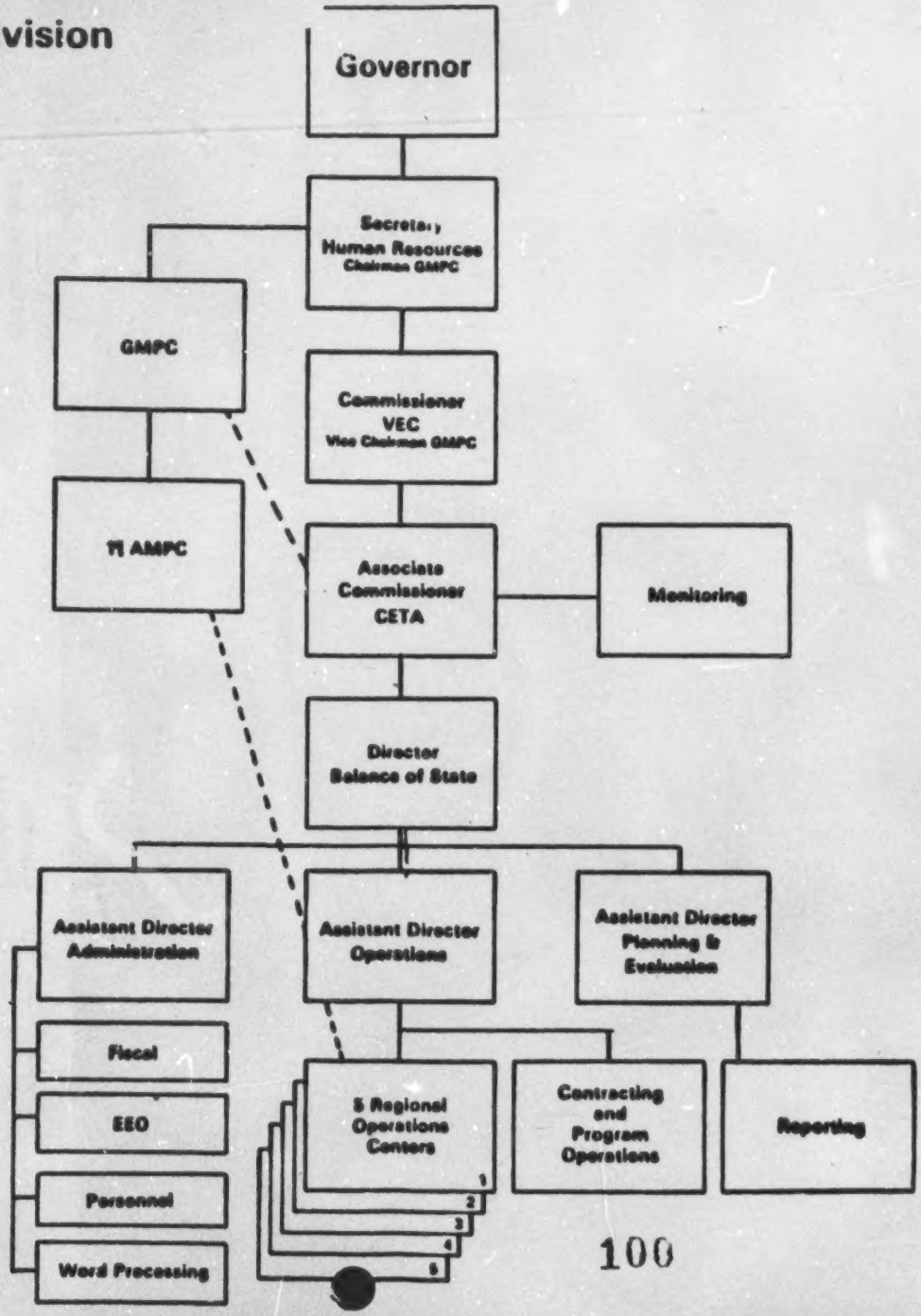
Mr. Arthur L. Moore, Chairman
Engineering & Industrial Technology
Mountain EmpireCommunity College
Drawer 700
Big Stone Gap, VA 24219
703/523-2400

Area Manpower Planning Council Counties and Cities

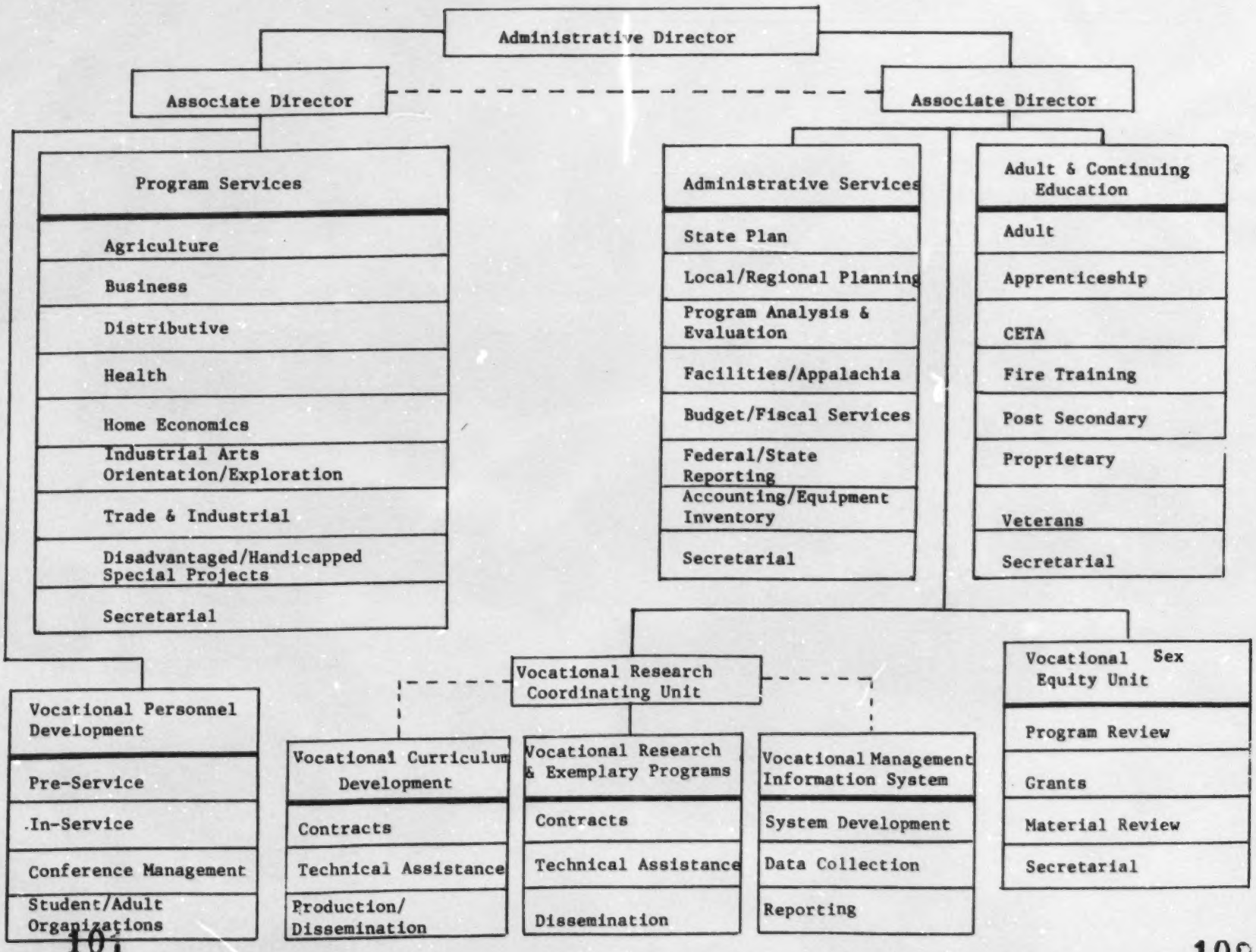
AREA MANPOWER PLANNING COUNCIL NUMBER	COUNTIES & CITIES
I	Lee
	Scott
	Wise
	Norton
II	Buchanan
	Dickenson
	Russell
	Tazewell
III	Bland
	Carroll
	Grayson
	Smyth
	Washington
	Wythe
	Bristol
	Galax
	Floyd
	Giles
	Montgomery
	Pulaski
	Radford
VI	Augusta
	Bath
	Highland
	Rockbridge
	Rockingham
	Buena Vista
	Harrisonburg
	Lexington
	Staunton
	Waynesboro
VII	Clarke
	Frederick
	Page
	Shenandoah
	Warren
	Winchester
IX	Culpeper
	Fauquier
	Madison
	Orange
	Rappahannock
X	Albemarle
	Fluvanna
	Greene
	Louisa
	Nelson
	Charlottesville

AREA MANPOWER PLANNING COUNCIL NUMBER	COUNTIES & CITIES
XI	Amherst
	Appomattox
	Bedford
	Campbell
	Bedford City
	Lynchburg
XII	Franklin
	Henry
	Patrick
	Pittsylvania
	Danville
	Martinsville
XIII	Brunswick
	Halifax
	Mecklenburg
	South Boston
XIV	Amelia
	Buckingham
	Charlotte
	Cumberland
	Lunenburg
	Nottoway
	Prince Edward
XVI	Caroline
	King George
	Spotsylvania
	Stafford
	Fredericksburg
XVII	Lancaster
	Northumberland
	Richmond
	Westmoreland
XVIII	Essex
	Gloucester
	King and Queen
	King William
	Mathews
	Middlesex
XIX	Dinwiddie
	Greensville
	Prince George
	Surry
	Sussex
	Emporia
	Hopewell
	Petersburg
	Colonial Heights
XXII	Accomack
	Northampton

VEC-CETA Division Organization



DIVISION OF VOCATIONAL EDUCATION



VIRGINIA STATE ADVISORY COUNCIL ON VOCATIONAL EDUCATION
MEMBERSHIP 1979-80

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(1982)

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Prime Sponsor Area V-cont.
Richmond City, cont.

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Richmond 23219

Vocational Technical Centers

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Adams Corner
4929 Chamberlayne Avenue
Richmond 23227

Mrs. Elizabeth B. York
Adult Accelerated
2100 Idlewood Street
Richmond 23220

Fred S. Swann
Chandler Vocational Center
201 E. Brookland Park Blvd.
Richmond 23222

Hugo H. Thompson
Rehabilitation Action
740 N. Sixth Street
Richmond 23219

James E. Daniero
Richmond Center
2015 Seddon Road
Richmond 23227

John A. Robins
Richmond Technical
2020 Westwood Avenue
Richmond 23230

William E. Brown, Jr.
Rosa Bowser Center
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Richmond 23219

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No vocational personnel given

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Goochland 23063

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Supervisor of Vocational Education
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New Kent 23214

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Powhatan 23139

Vocational Technical Center
Paul R. Lindsey
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Powhatan 23139

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Highland Springs 23075

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Henrico Center
2204 Mountain Road
Glen Allen 23060

Roy Billingsley
Hermitage Center
8301 Hungary Springs Road
Richmond 23228

Grady Knott
Highland Springs Center
15 S. Oak Avenue
Highland Springs 23075

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Director of Vocational Education
Chesterfield 23832

Vocational Technical Center
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Chesterfield 23832

Prime Sponsor Area VI, cont.

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Director of Vocational Education
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Ashland 23005

Prime Sponsor Area VII--STAMA

Norfolk City

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Director of Vocational Education
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Norfolk 23501

William David, Mrs. Esther G. Bailey
Supervisor of Vocational Education
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Norfolk 23501

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Career Academy
1300 N. Military Highway
Norfolk 23502

John C. Osteen
Madison School
1091 W. 37th Street
Norfolk 23508

Edward L. Daughtrey
Norfolk Vocational School
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Norfolk 23502

Portsmouth City

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Director of Secondary Education
Box 998
Portsmouth 23705

Vocational Technical Schools

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1300 Duke Street
Portsmouth 23704

Eugene A. Goodrich
S.H. Clarke School
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Portsmouth 23707

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Director of Instruction
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Dr. John H. Sutherland, John L. Curtin
Specialist of Vocational Education
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Virginia Beach
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Virginia Beach 23462

Robert Eddy
Vocational Technical
2925 N. Landing Road
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Chesapeake City

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Director of Instruction
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Dr. Susan E. Baker
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Chesapeake 23320

Vocational Technical School

Chesapeake
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Suffolk 23434

Prime Sponsor Area VII, cont.

Isle of Wight County

Paul T. Atkinson, Jr.
Director of Secondary Education
Isle of Wight 23397

Southhampton County

Jack M. Powell
Director of Instruction
Courtland 23837

Prime Sponsor Area VIII--POMP

Newport News City

Dr. Jean M. Epps
Director of Vocational Education
Box 6130
Newport News 23606

Vocational Technical School

Ernie E. Prillaman
Peninsula
13400 Woodside Lane
Newport News 23602

Hampton City

Franklin Smith
Coordinator of Vocational Education
P.O. Box 370
Hampton 23669

Vocational Technical Schools

Roycee Bland
Peninsula Voc-Tech.
2102 50th Street
Hampton 23661

Kenneth Wright
Vocational Prep
1300 Thomas Street
Hampton 23669

Williamsburg City

Alvey E. Sutphin
Director of Instruction
Box 179
Williamsburg 23185

James City County

No school listing for this county

York County

Elvin H. Adams, Jr.
Director of Vocational Education
302 Dare Road
Grafton 23692

Prime Sponsor Area VIII--cont.

Poquoson City	Raymond F. Gray Director of Secondary Education P.O. Drawer 2068 Poquoson 23662

Prime Sponsor Area IX--Roanoke Consortium for Manpower Services

Roanoke City	Lloyd W. Enoch Director of Vocational Education P.O. Box 13145 Roanoke 24031
Salem City	Combined with Roanoke County
Covington City	James E. Laughlin Director of Secondary Education 340 E. Walnut Street Covington 24426 John Heretick Secondary School Supervisor 340 E. Walnut Street Covington 24426
Clifton Forge City	C. E. Darnell Superintendent of Schools P.O. Box 612 Clifton Forge 24422 Vocational-Technical School Samuel S. Cook Jackson River Voc. Tech. Rt. 2 Covington 24426
Alleghany County	William S. Hodges Director of Instruction 330 N. Court Avenue Covington 24426 Mary L. Burton Secondary School Supervisor 330 N. Court Avenue Covington 24426
Botetourt County	Winston L. Underwood Director of Vocational Education Fincastle 24090

Prime Sponsor Area IX, cont.

Botetourt County, cont.

Vocational Technical School
Harold E. Wilheim
Botetourt Voc. Tech.
Fincastel 24090

Craig County

Panco A. Cantley
General Supervisor of Instruction
P.O. Box 245
New Castle 24127

Roanoke County

Jerry Hardin
Director of Vocational Education
526 College Avenue
Salen 24153

Vocational Technical Schools
Griffin Hardy
Roanoke Voc. Tech.
1760 Boulevard
Salem 24153

James N. Lovell
Southview
3568 Peter's Creek Road
Roanoke 24019

Prime Sponsor X--Balance of State

Accomack County

Melvin Campbell
Coordinator for Vocational Education
Accomack 23301

Albemarle County

Howard A. Collins
Director of Vocational Education
County Office Building
Charlottesville 22901

Verlin R. Clark
Coordinator for Vocational Education
County Office Building
Charlottesville 22901

Vocational Technical School
Lyman R. Comey
Charlottesville-Albemarle
Rt. 8, Box 152
Charlottesville 22901

Amelia County

Reon J. Lambert
Director of Vocational Education
Amelia 23002

Prime Sponsor Area X--Balance of State, cont.

Amherst County	William G. Thomas Assistant Superintendent of Instruction P.O. Box 469 Amherst 24521
Appomattox County	Richard B. Carter Supervisor for Vocational Education Appomattox
Augusta County	William P. Vaughan Director of Vocational Education Box 1268 STaunton 24401
	Vocational Technical School John S. Long Valley Voc. Tech. Rt. 1 Fishersville 22939
Bath County	Dr. Charles W. Curry Assistant Superintendent for Vocational Education P.O. Box 67 Warm Springs 24484
Bedford County	Patrick J. Sherman Supervisor of Vocational Education 310 S. Bridge Street Bedford 24523
Bland County	Ronald A. Pauley Assistant Superintendent for Instruction Box 128 Bland 24315
Brunswick County	John D. Robinson General Supervisor of Instruction P.O. Box 309 Lawrenceville 23868
Buchanan County	Billy H. Presley General Supervisor for Vocational Education Box 833 Vansant 24656
	Larry K. Ashby Supervisor of Vocational Education Box 833 Vansant 24656

Prime Sponsor Area X--Balance of State, cont.

Buchanan County, cont.	Vocational Technical School Arthur W. Mullins Buchanan Voc. Tech. Grundy 24614
Buckingham County	Jimmy F. Kindle Director of Vocational Education Buchingham 23921
Campbell County	Joseph A. Berryman Director of Vocational Education P.O. Box 99 Rustburg 24588
	Vocational Technical School Dennis Riddle Campbell County Voc. Tech. Box 421X1, Rt. 1 Rustburg 24588
Caroline County	Herbert H. Golden Supervisor of Vocational Education P.O. Box 529 Bowling Green 22427
Carroll County	Samuel E. Terry Director of Vocational Education Box 456 Hillsville 24343
Charlotte County	No vocational personnel given
Clarke County	Dorothy M. Brewer Assistant Director for Vocational Education P.O. Box 351 Berryville 22611
	Mrs. Joyce Gladstone Supervisor of Vocational Education P.O. Box 351 Berryville 22611
Culpepper County	Walter L. Thomas Supervisor for Vocational Education Box 631 Culpepper 22701
	Vocational Technical School John H. Jenkins Piedmont Voc. Tech. P.O. Box 855 Culpepper 22701

Prime Sponsor Area X--Balance of State, cont.

Cumberland County	Pauline F. Depew Director of Instruction Cumberland 23040
Dickenson County	Donald Raines Director of Vocational Education Clintwood 24228 Vocational Technical School Dickenson County Clinchco 24226
Dinwiddie County	Mrs. Hattie M. Walker Director of Vocational Education Box 7 Dinwiddie 23841
Essex County	Howard Wainwright Assistant Superintendent for Instruction Tappahannock 22560
Fauquier County	Maurice Lang Director for Vocational Education 10 Hotel Street Warrenton 22186
Floyd County	David R. Harman Director of Instruction Rt. 1, Box 4-A Floyd 24091
Fluvanna County	Roy E. Loving Coordinator for Vocational Education P.O. Box 94 Palmyra 22963
Franklin County	John L. Smith Coordinator for Vocational Education Rt. 6, Box 320A Rocky Mount 24151
Frederick County	James L. Givens Director of Vocational Education 36 Whitlock Avenue Winchester 22601 Vocational Technical School Daniel A. Shenk Dowell J. Howard Voc. School 1555 Valley Mill Road Winchester 22601

Prime Sponsor Area X--Balance of State, cont.

Giles County	Allen Tyndall, Jr. Assistant Superintendent of Instruction Rt. 1, Box 86 Pearisburg 24134
	Curtis G. Coulson Secondary School Supervisor Rt. 1, Box 86 Pearisburg 24134
	Vocational Technical School Donald L. Brookman Giles Voc. Pearisburg 24134
Gloucester County	Ralph W. Johnson Assistant Superintendent for Secondary Education P.O. Box 770 Gloucester 23061
Grayson County	Sidney B. Harvey General Supervisor of Vocational Education P.O. Box 219 Independence 24348
	Vocational Technical School Jack L. Rudolph Grayson County Independence 24348
Greene County	Raymond C. Dingledine, III Director of Instruction P.O. Box 127 Standardsville 22973
Greenville County	McKinley R. Tucker Director of Vocational Education P.O. Box 1156 Emporia 23847
Halifax County	D. H. Harrison Director of Vocational Education P.O. Box 805 Halifax 24558
Henry County	Vincent W. Turner, Jr. Director of Vocational Education Box 958 Collinsville 24078
Highland County	Albert S. Armentrout Superintendent of Schools P.O. Box 247 Monterey 24465

Prime Sponsor Area X--Balance of State, cont.

King George County	Mrs. Pearl B. Pekar Director of Instruction King George 22485
King & Queen County	Elton Smith, Jr. Superintendent of Schools P.O. Box 97 King & Queen Courthouse 23086
King William County	Michael V. Wright General Supervisor of Instruction King William 23086
Lancaster County	Alexander Mcd. Fleet Superintendent of Schools Irvington 22480
Lee County	Campbell B. Slemp Supervisor of Vocational Education Box 98 Jonesville 24263
	Vocational Technical School Chester B. Marcum Lee County Ben Hur 24218
Loudoun County	Peter A. Fulcer Director of Vocational Education 20 Union Street Leesburg 22075
	Vocational Technical School Michael A. Megeath Charles Monroe Voc. Tech. 239 Children's Center Road Leesburg 22075
Louisa County	Harry Pardue Director of Secondary Education Box 7 Mineral 23117
Lunenburg County	Jerry E. Webb General Supervisor of Instruction Box X Victoria 23974
Madison County	Thomas S. Rees General Supervisor of Secondary Education Box 344 Madison 22727

Prime Sponsor Area X--Balance of State, cont.

Matthews County	Mrs. Juanita C. Hammond General Supervisor of Instruction Box 368 Matthews 23109
Mecklenburg County	Norman E. Spencer Director of Instruction P.O. Box 190 Boydton 23917
Middlesex County	James W. Goforth Assistant Superintendent for Instruction Saluda 23149
Montgomery County	Bernard G. Cromer Supervisor for Vocational Education P.O. Box 29 Christiansburg 24073
Nelson County	Mrs. Catherine Lincoln Supervisor for Vocational Education Lovingston 22949
Northhampton County	Mrs. Lula M. Worsley Director of Vocational Education Eastville 23347
Northcumberland County	W. C. Blackwell, Jr. Coordinator for Vocational Education P.O. Box 258 Heathsville 22472
Nottoway County	Reon J. Lambert Director of Vocational Education Nottoway 23955
	Vocational Technical School Guy W. Griffin Southside P.O. Box 258 Crewe 23930
Orange County	Robert L. Stack Secondary School Supervisor Box 349 Orange 22960
Page County	James M. Campbell Director of Secondary Education 735 W. Main Street Luray 22835

Prime Sponsor Area X--Balance of State, cont.

Patrick County	Harold Absher, Jr. Director of Instruction P.O. Box 346 Stuart 24171
Pittsylvania County	Charles J. Franks Director of Vocational Education Box 232 Chatham 24531 Larry R. Hillard Supervisor of Vocational Education Box 232 Chatham 24531
Prince Edward County	Thomas Mayfield Coordinator for Vocational Education Box 427 Farmville 23901
Prince George County	George F. McCarthy Director of Vocational Education Box 8 Prince George 23875 Vocational Technical School Charles J. Friedl Rowanty Voc. Tech. Carson 23830
Prince William County	Henry C. Ahalt, Jr. Supervisor for Vocational Education Box 389 Manassas 22110
Pulaski County	Charles B. David, Jr. Supervisor of Vocational Education Box 231 Pulaski 24301
Rappahannock County	L. R. McDaniel Assistant Superintendent for Instruction Box 3232 Sperryville 22740
Richmond County	James N. Stover Superintendent of Schools P.O. Box 735 Warsaw 22572

Prime Sponsor Area X--Balance of State, cont.

Rockbridge County	Mrs. Anne P. Hamilton Director of Instruction 417 Morningside Drive Lexington 24450
	Vocational Technical School Roscoe M. Fix Vocational U.S. Rt. 11 Lexington 24450
Rockingham County	I.W. Diehl Coordinator for Vocational Education 304 County Office Building Harrisonburg 22801
	Edward S. Long, Jr. Supervisor of Vocational Education 304 County Office Building Harrisonburg 22801
	Vocational Technical School Carroll K. Jones Massanutten Pleasant Valley Road Harrisonburg 22801
Russell County	Carl G. Jackson Director of Vocational Education Lebanon 24266
	Vocational Technical School Larry A. Massie Russell Voc. Tech. Lebanon 24266
Scott County	Fred J. Arwood Director of Vocational Education Box 307 Gate City 24251
	Vocational Technical School Lloyd J. Chapman Scott Voc. Tech. P.O. Box 698 Gate City 24251
Shenandoah County	Thomas L. Snyder Director of Instruction Woodstock 22664

Prime Sponsor Area X--Balance of State, cont.

Shenandoah County	Stanley O. Dellinger Secondary School Supervisor Woodstock 22664
	Vocational Technical School William C. Moyers Triplett P.O. Box 365 MT. Jackson 22842
Smyth County	Allen J. Abel Director of Instruction Drawer 987 Marion 24354
	Charles E. Harkens, Harlan S. Pafford Secondary School Supervisors Drawer 987 Marion 24354
	Vocational Technical School E. Michael Snavely Smyth P.O. Box 668 Marion 24354
Spotsylvania County	Ralph R. Johnson Director of Vocational Education Box 338 Spotsylvania 22553
Stafford County	F.W. Latham Director of Vocational Education Rt. 4, Box 20-A Stafford 22554
Surry County	Clarence P. Penn, Jr. Superintendent of Schools P.O. Box 317 Surry 23883
Sussex County	William J. Hopkins, Herbert E. Winn Director of Instruction Sussex 23884
Tazewell County	Henry C. Nickels Supervisor of Vocational Education Box 469 Tazewell 24651

Prime Sponsor Area X--Balance of State, cont.

Tazewell County, cont.	Vocational Technical School William B. Rasnick Tazewell Voc. Tech. Tazewell 24651
Warren County	Edgar A. Ambrose Supervisor of Vocational Education Box 1089 Front Royal 22630
Washington County	Dr. Ronda H. Ely Director of Vocational Education Drawer G Abingdon 24210
	Vocational Technical School V. T. Rector W.N. Neff Voc. Tech. Rt. 4 Abingdon 24210
	Carl D. McMurray Washington County Voc. Tech. Rt. 4 Abingdon 24210
Westmoreland County	Charles L. Pierce Superintendent Montross 22520
Wise County	Linville G. Reed Director of Vocational Education Box 1217 Wise 24293
	Vocational Technical School B. Robert Raines Wise Voc. Tech. Wise 24293
Wythe County	Edwin F. Wislon Director of Vocational Education Wytheville 24382
	Vocational Technical School C. M. Vaughan Wythe Voc. Tech. Wytheville 24382
Bristol City Schools	Stanley J. Gayewskil Assistant Supervisor for Instruction 222 Oak Street Bristol 24201

Prime Sponsor Area X--Balance of State, cont.

Buena Vista City Schools	Randolph C. Camden Director of Instruction P.O. Box 1050 Buena Vista 24416
Charlottesville City	John E. Huegel Director of Vocational Education 1562 Dairy Road Charlottesville 22903
Colonial Heights City	Elbert L. Pugh, JR. Director of Secondary Instruction 512 Boulevard Colonial Heights 23834
Danville City	Dr. Jack R. Lewis, Jr. Director of Vocational Education 313 Municipal Bldg. Danville 24541
Falls Church City	Dr. Warren J. Pace Superintendent of Schools 419 Broad Street Falls Church 22046
Fredericksburg City	Robert E. Masey Coordinator for Instruction 817 Princess Anne Street Fredericksburg 22401
Galax City	Owen L. Burks General Supervisor of Instruction P.O. Box 855 Galax 24333
Harrisonburg City	Mrs. Marian J. Stickley Director of Instruction Box 551 Harrisonburg 22801
Hopewell City	Mario F. Esposito Director of Vocational Education Box 270 Hopewell 23860 Vocational Technical School Mrs. Juanita C. Chambers Occupational Work Terminal Street Hopewell 23860
Lexington City	Clyde E. Keen Director of Instruction 300 E. Washington Street Lexington 24450

Lynchburg City	John L. Swann Supervisor for Vocational Education P.O. Box 1599 Lynchburg 24505
Manassas City	Russell L. Thomas Assistant Superintendent for Instruction 9108 Church Street Manassas 22110
Manassas Park City	Joseph Jones Director of Instruction 8462 Sandstone Way Manassas Park 22110
Martinsville City	Joseph E. Finley Director of Instruction Box 5548 Martinsville 24112 Dr. Richard H. Browne Supervisor of Instruction Box 5548 Martinsville 24112
Norton City	Mrs. Roberta P. Smallwood Administrative Assistant for Vocational Education Box 498 Norton 24273
Petersburg City	Morris C. Murphy Director of Vocational Education 141 E. Wythe Street Petersburg 23803
Radford City	William R. Wright Supervisor of Vocational Education 1612 Wadsworth Street Radford 24141
South Boston City	Udy C. Wood Superintendent of Schools P.O. Box 805 Halifax 24558
Staunton City	Kenneth B. Frank Superintendent of Schools Box 2626 Staunton 24401
Waynesboro City	Dr. James L. Cook Director of Instruction 310 Pine Avenue Waynesboro 22980

Prime Sponsor Area X--Balance of State, cont.

Winchester City	James L. Givens Director of Vocational Education Box 551 Winchester 22601
Cape Charles Town Schools	Mr. Stewart Landrum Superintendent of Schools 23 N. Park Row Cape Charles 23310
Colonial Beach Town Schools	Mrs. E. E. Wright Supervisor of Vocational Education 300 Garfield Avenue Colonial Beach 22443
Fries Town Schools	Dr. Sidney B. Harvey General Supervisor of Vocational Education P.O Box 219 Independence 24348
West Point Town Schools	Michael V. Wright General Supervisor of Instruction King William 23086

COMMUNITY COLLEGES

OPERATED BY DEPARTMENT OF COMMUNITY COLLEGES

7 N. 8th St.
Richmond 23219
(804) 786-2231

Institution	President	Address
Blue Ridge	Dr. James A. Armstrong	P. O. Box 80 Weyers Cave 24486
Central Virginia	Dr. Donald E. Puyear	P. O. Box 4098 Fort Hill Station Lynchburg 24502
Dabney S. Lancaster	Dr. John F. Backels	P. O. Box 610 Clifton Forge 24422
Danville	Dr. Walter S. DeLany, Jr.	1009 Bonner Ave. Danville 24541
Eastern Shore	Dr. John C. Fiege	P. O. Box C Melfa 23410
Germanna	Dr. Arnold E. Wirtala	P. O. Box 339 Locust Grove 22508
J. Sargeant Reynolds	Dr. S. A. Burnette	P. O. Box 12084 Richmond 23241
Downtown Campus		7 W. Franklin St. and 108 E. Grace Street P. O. Box 12084 Richmond 23219
Parham Road Campus		1651 Parham Rd. Richmond 23241
John Tyler	Dr. John W. Lavery	U.S. 1-301 Chester 23831
Lord Fairfax	Dr. William H. McCoy	P. O. Box 47 Middletown 22645
Mountain Empire	Dr. Victor B. Ficker	P. O. Box 700 Big Stone Gap 24219

Institution	President	Address
New River	Dr. H. Randall Edwards	P. O. Box 1127 Dublin 24084
Northern Virginia	Dr. Richard J. Ernst	833 Little River Tpk Annandale 22003
Alexandria Campus		3001 N. Beauregard St. Alexandria 22311
Annandale Campus		8333 Little River Tpk Annandale 22003
Loudoun Campus		1000 Harry F. Byrd Hwy. Sterling 22170
Manassas Campus		6901 Sudley Rd. Manassas 22110
Woodbridge Campus		15200 Smoketown Rd. Woodbridge 22191
Patrick Henry	Dr. Max F. Wingett	P. O. Box 5311 Martinsville 24112
Paul D. Camp	Dr. Perry R. Adams	P. O. Box 737 Franklin 23851
Piedmont Virginia	Dr. George B. Vaughan	P. O. Box 1A Charlottesville 22901
Rappahannock	Dr. John H. Upton	P. O. Box 287 Glenns 23149
South Campus		Glenns 23149
North Campus		P. O. Box 318 Warsaw 22572
Southside Virginia	Dr. Max F. Wingett	State Rt. 46 Alberta 23821
Christanna Campus		State Rt. 46 Alberta 23821
John H. Daniel Campus		State Rt. 40 Keysville 23947
Southwest Virginia	Dr. Charles R. King	P. O. Box SVCC Richlands 24641
Thomas Nelson	Dr. Gerald O. Cannon	P. O. Box 9407 Hampton 23670

Institution	President	Address
Tidewater	Dr. George B. Pass	State Rt. 135 Portsmouth 23703
Chesapeake Campus		1428 Cedar Rd. Chesapeake 23320
Frederick Campus		State Rt. 135 Portsmouth 23703
Virginia Beach Campus		1700 College Crescent Virginia Beach 23456
Virginia Highlands	Dr. Emma W. Schulken	P. O. Box 828 Abingdon 24210
Virginia Western	Dr. Harold H. Hopper	P. O. Box 4195 Roanoke 24015
Wytheville	Dr. Laurence V. Lauth	1000 E. Main Street Wytheville 24382

VOCATIONAL-TECHNICAL EDUCATION PROGRAMS APPROVED FOR THE VIRGINIA COMMUNITY COLLEGE SYSTEM 1978-79

A-Associate in Applied Science Degree
B-Associate in Arts and Science Degree
C-Certificate
D-Diploma

	Blue Ridge	Central Virginia	Dabney S. Lancaster	Danville	Eastern Shore	Germanna	J. Sargeant Reynolds	John Tyler	Lord Fairfax	Mountain Empire	New River	Northern Virginia	Patrick Henry	Paul D. Camp	Piedmont Virginia	Rappahannock	Southside Virginia	Southwest Virginia	Thomas Nelson	Tidewater	Virginia Highlands	Virginia Western	Wytheville
AGRICULTURE AND NATURAL RESOURCES																							
Agricultral Business	A													A									A
Farm Operation and Management																							C
Agronomy														A									
Animal Science	A											A											
Animal Husbandry									D														
Forestry			A																				
Horticulture							A					A											
Livestock																							
Horse and-Livestock Management									C														
Natural Resources Mgmt. and Security									A														
Wildlife			A																				
BUSINESS AND OFFICE																							
Accounting	A	A		A		A	A	A	A		A	A	A		A			A	A	A	A	A	
Bookkeeping		C											C				C	C		C	C		
Records Management											C												
Data Processing		A		A			A	A				A							A	A		A	A
Computer/Machine Operations		C					C				C												
Data Processing	D																						
Auxiliary Equipment Operator		C																					
Legal Assistant																							
Legal Assistance							C												C	C		C	
Management	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
General Business					C								C										
Office Management			C																				
Office Administration and Management												A											
Secretarial Science	A	A	A		A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Business Careers										C													
Clerical Studies	C	C	C		C	C	C	C	C		C	C	C	C	C	C	C	C	C	C	C	C	C
Clerk-Stenographer	C		C	C							C			C		C						C	
Court and Conference Reporting							D																
Educational Secretary		C		C			C	C			C								C	C		C	
TRADE AND INDUSTRIAL EDUCATION																							
Air Conditioning and Refrigeration							A					A											
Air Conditioning and Refrigeration				C/d				C		C		C		C			D			C	C/d	C	
Architecture								A				A							A			A	
Architectural Drafting											C											C	
Automotive					A	A		A			A	A		A	A	A						A	
Automotive Analysis and Repair	D	C		D		D			C		C/d			C	C	C	D		C	C/d		B	
Auto Body Mechanics				C								C											
Auto Diagnosis and Tune-Up					C	C		C				C			C		C						
Automotive Electrical Technician												C											
Automotive Parts Merchandising												C											
Diesel Mechanics	C																						
Motorcycle Maintenance												C											

VOCATIONAL-TECHNICAL EDUCATION PROGRAMS APPROVED FOR THE VIRGINIA COMMUNITY COLLEGE SYSTEM 1978-79

A-Associate in Applied Science Degree
B-Associate in Arts and Science Degree
C-Certificate
D-Diploma

TRADE AND INDUSTRIAL EDUCATION (CONTINUED)	Blue Ridge	Central Virginia	Dabney S. Lancaster	Danville	Eastern Shore	Germanna	J. Sargeant Reynolds	John Tyler	Lord Fairfax	Mountain Empire	New River	Northern Virginia	Patrick Henry	Paul D. Camp	Piedmont Virginia	Rappahannock	Southside Virginia	Southwest Virginia	Thomas Nelson	Tidewater	Virginia Highlands	Virginia Western	Wytheville
Broadcasting												A											
Civil												A											
Commercial Art		A										A							A			A	
Construction												A											
Building Construction												C											
Cabinet Making																	D						
Carpentry													C				C						
Construction Inspection												C											
Plumbing										C							C						
Welding								C			C	C		C				C	C	C		C	
Cosmetology																							
Cosmetology																			C				
Drafting and Design		A					A			A	A					A	A	A	A	A	A		A
Drafting	C		C		C/D			C			C	C	C	C	C	C	C			C	C		C/D
Drafting and Design				D							C/D												
Technical Illustration												C											
Electrical/Electronics	A	A	A		A	A	A	A	A	A	A	A		A		A	A	A	A	A	A	A	
Appliance Servicing				C								C											
Electrical/Electronics				C/D		C	C				C									C			
Electricity										C				C			C				C		
Electricity/Electronics Instrumentation											D												
Electronics			C									C											
Electronics Servicing	D	C		D											C	C	D	C	D				
Engineering Technical Assistant																						C	
Radio/TV Manufacturing and Servicing																				C			
Environmental Science							A																A
Environmental Control Operator																							C/D
Environmental Operations							C																
Environmental and Science												A											
Science Technician Aide												C											
Wastewater Treatment												C											
General Engineering								A													A		
Graphic Arts																							
Printing				D																			
Ground Water Technology																							
Ground Water Resources							C																
Industrial											A												
Industrial Maintenance											C						D			C			
Industrial Management															C					C			
Instrumentation											A												
Machine											A												
Machine Operations		C						C			D												
Machine Shop		C		D										C							D		
Machine Tool		D																					
Machine Tool Operations											C							C	C/D	C		C	
Marine Science																A			A				
Marine Maintenance Mechanic																C							
Mechanical												A							A			A	
Vending Machine Service																				C			

VOCATIONAL-TECHNICAL EDUCATION PROGRAMS APPROVED FOR THE VIRGINIA COMMUNITY COLLEGE SYSTEM 1978-79

A-Associate in Applied Science Degree
B-Associate in Arts and Science Degree
C-Certificate
D-Diploma

	Blue Ridge	Central Virginia	Dabney S. Lancaster	Danville	Eastern Shore	Germanna	J. Sargeant Reynolds	John Tyler	Lord Fairfax	Mountain Empire	New River	Northern Virginia	Patrick Henry	Paul D. Camp	Piedmont Virginia	Rappahannock	Southside Virginia	Southwest Virginia	Thomas Nelson	Tidewater	Virginia Highlands	Virginia Western	Wytheville
TRADE AND INDUSTRIAL EDUCATION (CONTINUED)																							
Mechanical Design	A		A																				
Mining										A								A					
Mine Machinery Maintenance																		C					
Mine Tech. and Supervision										C													
Nuclear		A																					
Urban-Regional Planning and Development												A											
HEALTH OCCUPATIONS																							
Dental Hygiene																						A	
Dental Assisting							C					C										C	C
Dental Laboratory							A					A											
Dietetics												A											
Dietetic Assistant												C								C			
Emergency Medical Services																							
Emergency Medical Services												C											
Funeral Services								A															
Health Technology																							
Health Technology Assistant															C								
Medical Assisting							A																
Medical Laboratory		A					A					A							A				A
Medical Laboratory Assistant																							C
Medical Records		A					A					A											
Mental Health	A							A														A	A
Mental Health																							C
Nursing			A			A	A	A		A		A	A		A	A		A	A	A	A	A	A
Nursing Assistant				C																			
Practical Nursing				C							C												
Opticianry							A																
Physical Therapy												A											
Radiology		A								A								A			A	A
Respiratory Therapy												A			A					A			
Respiratory Therapy Technician		C					C			C			C					C		C			
MARKETING AND DISTRIBUTIVE EDUCATION																							
Aviation Administration												A											
Flight Attendant												C											
Banking and Finance		A		A			A				A	A								A			
Banking			C															C					
Hotel-Restaurant-Institutional Management												A							A	A		A	
Executive Housekeeping							C													C			
Food Service Management							C	C				C							C	C		C	C
Hotel-Motel Management												C								C			
Travel and Tourism												C											
Management	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Business and Industrial Suerpvision	C	C	C								C			C	C		C			C		C	C
Management Development							C																
Salesmanship											C												
Supermarket Management											C												

VOCATIONAL-TECHNICAL EDUCATION PROGRAMS APPROVED FOR THE VIRGINIA COMMUNITY COLLEGE SYSTEM 1978-79

A-Associate in Applied Science Degree
B-Associate in Arts and Science Degree
C-Certificate
D-Diploma

	Blue Ridge	Central Virginia	Dabney S. Lancaster	Danville	Eastern Shore	Germanna	J. Sargeant Reynolds	John Tyler	Lord Fairfax	Mountain Empire	New River	Northern Virginia	Patrick Henry	Paul D. Camp	Piedmont Virginia	Rappahannock	Southside Virginia	Southwest Virginia	Thomas Nelson	Tidewater	Virginia Highlands	Virginia Western	Wytheville
MARKETING AND DISTRIBUTIVE EDUCATION (CONTINUED)																							
Media Advertising Arts																				A			
Merchandising	A	A		A			A					A			A				A	A		A	
General Retail Merchandising	C		C														C			C			C
Real Estate												A											
Real Estate						C				C		C											
Traffic and Transportation																				A		A	
Transportation		C																					
PUBLIC SERVICE																							
Air Traffic Control												A											
Community and Social Services							A				A									A			
Community and Social Services											Vd												
Corrections Science							A					A		A			A						
Corrections							C				C	C		C			C		C	C			C
Educational Services												A											
Child Care	C	C		C			C				C		C		C			C				C	
Early Childhood Development Asst.												C							C	C			
Educational Assistant												C							D			C	
Teacher/Instructional Aide		C				C		C							C	C							
Fire Science		A					A					A							A	A			
Firefighting		C										C							C			C	
Human Services												A									A		
Continuing Career Studies									C											C			
Cooperative Career Development																	C						
Human Development Specialist--Dev. Disabled																				C			
Human Services Careers																	C				C		
Specialist in Aging																			C				
Military Management																							
Military Management																			C				
Music																							
Applied Music											C												
Occupational Safety and Health												A							A				
Police Science	A	A	A	A		A	A	A	A		A	A		A	A	A	A	A	A	A	A	A	A
Law Enforcement		C	C							C	C	C		C	C	C	C	C		C	C		C
Public Administration																			A				
Public Administration Assistant				C															C				
Radio and TV Production																						A	
Recreation and Parks												A											
Recreation Leadership						A														A			
Security Administration						A						A											
Security Administration						C																	

VOCATIONAL-TECHNICAL EDUCATION PROGRAMS OFFERED IN
PROPRIETARY SCHOOLS

Classification

B-Business
C-Correspondence
Tr-Trade
Te-Technical

Code	School and Address	Director and Telephone	Subjects, Courses, or Fields
C	American Motel School 105 Campbell Avenue, SW Roanoke 24034	P. H. Hurst, Jr. 703/344-2078	Apartment Management; Commercial Housekeeping; Motel Management; Restaurant Management; Sales Management
B	American Transportation Institute, Inc. 8224 Old Court House Rd. Vienna 22180	Richard R. Shurtz 703/821-8570	Transportation Reservations and Ticketing; English as a Second Language; Hotel-Motel Operation and Administration; Airline Stewardess/Steward
Te	Automotive Training Institute 5700 Southern Blvd. Virginia Beach 23462	H. E. Wittersheim 804/490-1241	Tune-Up Specialist/Automotive Diagnostician; Clutches and Transmissions; Engine Overhaul/ Front End Alignment; Suspension, and Steering Systems; Air Condition Service and Repair; Diesel Mechanic; Auto Mechanic; Small Engine Mechanic; Marine Technician; Welding
Tr	Bartenders Unlimited 11 Downing Place Newport News 23606	Mrs. Claire C. Amott 804/596-6151	Bartending

Code	School and Address	Director and Telephone	Subjects, Courses, or Fields
Tr	Beneficial Income Tax Service of Virginia, Inc. 446 Newtown Road Virginia Beach 23469	Ms. Celia A. Garrett 804/499-5438	Income Tax Course
B	Brandon Secretarial College 3139 Williamson Rd., NE Roanoke 24012	Mrs. Vivian S. Brandon 703/366-1613	Secretarial Course; Secretarial Finishing Course; Junior Accounting Course; Medical Secretary; Clerk-Typist
B	Braxton School 4917 Augusta Avenue P.O. Box 6556 Richmond 23230	O. Warren Long 804/353-4458	Executive Secretary; Secretary-Receptionist; Accounting Secretary; Keypunch-Typist; Medical-Transcriptionist
Tr	Broadcast Academy of Richmond, Inc. Mann Professional Bldg. Suite 200-202	Anthony J. Sposa, Jr. 804/358-7300	Radio Announcing Course; Short Course in TV and Radio Basics; First-Class Engineering License; Mass Communications; Radio and Television
Tr	C. I. Travel School 250 Janaf Shopping Plaza Norfolk 23502	E. T. Connors 804/461-3555	Travel Agency
Tr	Cappa Chell Finishing and Modeling School One Tysons Center Office Bldg., Suite 101 McLean 22102	Mrs. Margarethe M. Franzen 703/893-9500	Modeling; Assertive Training; Fashion Merchandising; Personality Development

Code	School and Address	Director and Telephone	Subjects, Courses, or Fields
B	Career Institute 10 Franklin Street Petersburg 23803	Mrs. Margie M. Ferguson 804/861-2555	Clerk Typing; Key Punch; Nursing Assistant; Medical Receptionist; Executive Secretary; Legal Secretary; Medical Secretary; Bookkeeping; Shorthand
Tr	Charm Associates 819 W. 21st Street Norfolk 23517	Mrs. Barbara H. Lewis 804/625-4538	Modeling
B	College of Hampton Roads 99 Sherwood Mall Newport News 23602	Robert M. Chittenden 804/877-6451	Accounting; Business Administration; Business Management; Career Secretary; Executive Secretary; IBM Keypunch; Legal Secretary; Medical Receptionist; Medical Secretary; Office Assistant; Stenotype; Taylor Fashion Merchandising; Taylor Hotel-Motel Management; Stenograph; Court Reporting
TE	Columbia Technical Institute 112 S. Wayne Street Arlington 22204	James F. Teets 703/920-8866	Architectural Technician; Civil Technician; Electrical Technician; Mechanical Technician; Solid State Radio and TV; Basic and Advanced Black and White and Color TV, Radio, Stereo and Hi-Fi; Advanced Building Design; Conditioning Engineering; Air Conditioning Shop Lab and Technician; Basic and Advanced Electricity and Electronics Technician; Builders Technical; Structural Design; Machine Design; Surveying; National

Code	School and Address	Director and Telephone	Subjects, Courses, or Fields
	Columbia Technical Institute continued		Electrical Code; Aircraft Drafting; Architectural Drafting; Electrical and Electronic Drafting; Machine Drafting; Mechanical Drafting; Patent Office Drafting; Sheet metal Pattern Drafting; Ship Drafting; Statistical Drafting; Structural Drafting; Topographic Drafting; Composite Drafting; Commercial Art; Technical Illustration; Architectural and Landscape Rendering; Medical Electronic-Equipment-Repair and Operation; English Technology; English as a Foreign Language; Communication Electronics; Mechanical Code
Te	Computer Learning Center 6666 Commerce Street Springfield 22150	Carl F. Simmons 703/971-0500	Computer Programming and Systems Analysis; Computer Operations and Management Course
Te	Control Data Institute 3717 Columbia Pike Arlington 22204	Melvin P. Goode 703/979-3450	Computer Technology Course; Digital Computer Opeations Course; Computer Programming and Operations; Radio and Television Electronics; Accounting Fundamentals; Cost Analysis and Reporting; Financial Analysis; Planning and Budget Control; Management by Objectives; Management Control Systems; Managerial Planning; Organization Structures; Problem Analysis and Decision-Making

Code	School and Address	Director and Telephone	Subjects, Courses, or Fields
C	Custom Built Camper School Rt. 7, Box 435 Martinsville 24112	James Blankenship 703/638-1892	Custom Camper Construction
Tr	Electrolysis Services, Inc. 7133 Staples Mill Road Richmond 23228	Mrs. Lillian Schenkelberger 804/264-0114	Electrolysis Theory and Practice
Te	Electronic Computer Programming Institute 416 Janaf Office Bldg. Norfolk 23502	Alfred Dreyfus 804/461-6161	Computer Electronics; Computer Programming Course; Computer Support Technician; Computer Technology; Computer Theory; Data Processing Course; Data Terminal Technology; Keypunch
B	Elizabeth Brant School of Business 23 Richmond Road Staunton 24401	William E. Gleason 703/885-8929	Business Administration; Higher Accounting; Executive Secretary; Junior Business Administration; Junior Accounting; Stenographic; Secretarial Science; Junior Stenography; Clerk-Typist; Office Machines; Medical Office Assistant
Te	Enproco Accelerated Drafting School, Inc. 13901 Jefferson Davis Highway Woodbridge 22194	Charles F. O'Brien 703/491-3777	Basic Drafting; Basic Drafting Architectural; Basic Drafting and Blueprint Reading; Basic Drafting Mechanical; Basic Drafting Tool Design; Mechanical/ Architectural; Architecture Design; Mechanical Design
Te	Fireside School of Specialized Studies 4201 John Marr Drive; Suite 219 Annandale 22003	Richard C. Edwards 703/354-1990	Business Math; Property Law; Salesman Orientation; English; Reading; Public Speaking

Code	School and Address	Director and Telephone	Subjects, Courses, or Fields
Te	Foggs Technical Institute Rt. 1 Hanover 23069	George O. Fogg, Jr. 804/798-4849	Automotive Technology; Nurses' Assistant
C	Franklin Academy 2660 Quincy Adams Drive Herndon 22070	Jerry L. Kirks 703/860-1530	High School Diploma Course; Typing; Shorthand; Bookkeeping; Business English; Salesmanship; Business Law
B	Fredericksburg Secretarial School 904 Princess Ann Street Fredericksburg 22401	Mrs. Norris H. Ebbets 703/373-1721	Typing; Shorthand; Bookkeeping; Secretarial Procedures; Business English
Te	Gene Cook and Associates 8401 Mayland Drive Richmond 23229	Gene Cook 804/270-0020	Sales Course
Tr	Glamour, Ltd. 709 N. Birdneck Road Virginia Beach 23451	Ms. Norma Fox 804/428-8231	Modeling
Tr	Greenwood Girl Modeling and Finishing School 6101 W. Broad Street Richmond 23230	Mrs. Elizabeth J. Greenwood 804/288-8887	Career Advancement; Professional Modeling
Te	H & R Block Tax Tuition School 5042 Lee Highway Arlington 22207	Robert W. Fetzer 703/536-4110	Income Tax Course
Te	H & R Block Tax Tuition School 3401 W. Broad Street Richmond 23230	T. L. Pickle, III 804/359-5721	Basic Income Tax Course; Advanced Income Tax Course

Code	School and Address	Director and Telephone	Course, Subject, or Fields
Tr	Heritage Automatic Transmission School 1780 Virginia Beach Blvd. Virginia Beach 23454	Michael P. Boyd 804/428-9088	Automatic Transmission Rebuilding
B	Industrial Career Center 2700 Jefferson Davis Highway Richmond 23234	Charles E. Ferguson 804/232-5667	Clerk-Typist; Nurse's Assistant; Accounting; Keypunch
B	Institute of Basic Skills, Inc. 5884 Leesburg Pike Falls Church 22041	James M. Russell 703/671-6700	Communications Electronics; Automative Mechanics; Typewriting
Te	Insurance Seminars, Inc. 3600 W. Broad Street Suite 451 Richmond 23230	Gordon B. Lawrence 804/353-2376	Life Insurance; Health Insurance; Property Insurance; Casualty Insurance
Tr	International Bartending Institute 4900 Leesburg Pike, Suite 308 Alexandria 22302	Ms. Kathryn A. Marshall 703/931-0116	Bartending/Mixology
Tr	International Bartending Institute of Virginia Beach 5596 Greenwich Road Virginia Beach 23462	John D. Pollock 804/282-5628	Bartending/Mixology
Tr	International Bartending School ofRichmond 6002-A W. Broad Street Richmond 23230	John D. Pollock 804/282-5628	Bartending/Mixology

Code	School and Address	Director and Telephone	Subjects, Courses or Fields
Tr	International School of Modeling and Career Academy, Ltd. 1929 Coliseum Drive Hampton 23666	Mrs. Virginia Stoll 804/838-4242	Modeling; Fashioning Merchandising
B	ITT Business Institute 5810 Seminary Road Bailey's Crossroads 22041	Mrs. Noel Hamilton 703/820-8870	Clerical Receptionist; Court and Convention Reporting; Medical Secretarial; Secretarial; Stenotype Executive Secretarial; Executive Secretarial; Legal Secretarial
B	Jefferson Professional Institute 2246 Ivy Road Charlottesville 22901	Richard C. Nininger 804/295-9357	Accounting and Business Management; Business Data Processing; Collegiate Secretarial; Commerical Art; Data Processing Management; Executive Secretarial; General Commerical; General Secretarial; Graphic Arts Management; Interior Design; Stenographic
Tr	John Robert Powers School 1800 N. Kent Street Arlington 22209	Nils Brekke 703/525-9595	Fashion Modeling; Interior Decorating
B	Kee's Business College 1500 Norview Avenue Norfolk 23513	Ms. Patricia A. Heft 804/855-3311	Accounting; Business Administration; Business Management; Career Secretary; Executive Secretarial; Fashion Merchandising; Hotel-Motel Management; IBM Keypunch; Legal Secretary; Medical Receptionist; Medical Secretarial; Office Assistant

Code	School and Address	Director and Telephone	Subjects, Courses or Fields
Tr	Key Learn-A-Trade School 203 Granby Street Royster Bldg., Room 314 Norfolk 23510	D. Edward Swann 804/625-5333	Bank Teller; Cashier
Te	Kottner Travel Institute 2600 Buford Road Richmond 23235	Loren Kottner 804/272-5821	Travel Agents Training Course
B	Lacaze-Gardner School 7202 Arlington Blvd. Falls Church 22042	Ed Williams 703/560-4200	Typing; Shorthand; Executive Secretarial; General Office Receptionist; General Clerical Receptionist; English; Keypunch Clerical; General Office Secretarial; General Office Clerical
Tr	Laura R. Moody's School of Dressmaking and Tailoring 611 Chamberlayne Avenue Richmond 23220	Mrs. Laura R. Moody 804/644-8384	Alterations; Dressmaking; Fashion Designing; Tailoring
C	Metropolitan School, Itd. 1324-A Cavalier Blvd. Cavalier Industrial Park Chesapeake 23323	Richard A. Blosser, Sr. 804/485-4457	Hotel-Motel Management; H Hospitality Training Institute; Food and Beverage Management
Tr	Models, Inc. 2859 Virginia Beach Blvd. Suite 110 Virginia Beach 23452	Mrs. Sharon Norton 804/486-5550	Modeling Course; Communications Talent Workshop

Code	School and Address	Director and Telephone	Subjects, Courses or Fields
Tr	Models, Talent and Casting 108 E. Franklin Street Richmond 23219	Ms. Rae Funk 804/643-8736	Modeling
Tr	Morven Park International Equestrian Institute Rt. 2, Box 8 Leesburg 22075	Col. Mark A.Q. Darley 703/777-2890	Equitation Instructors' Course
B	National Business College 8 Franklin Road, SW Roanoke 24011	Frank E. Longaker 703/982-6822	General Business; Office Assistant; Business Administration Accounting Course; Business Administration Management Course; Executive, Medical, Legal Secretarial Course; Junior Accounting Course Secretarial Course; Secretarial Science Course; Stenographic Course; Marketing Management; Finance Management; Real Estate Management Curriculum; Fashion Merchandising Management; Computer Science Curriculum; Keypunch
B	National Business School, Inc. 3108 Mt. VernonAvenue Alexandria 22305	D. Gary Smucker 703/638-6554	Accounting; Bookkeeping; Business English; Business Machines; Business Mathematics; Business Law; Dictaphone; Economics; Shorthand; Typewriting; English as a Second Language; Filing

Code	School and Address	Director and Telephone	Subjects, Courses or Fields
B	Norfolk College 300 Boush Street Norfolk 23510	George L. Haggerty 804/625-5891	Accounting and Management; Executive Management Secretarial; Clerk-Typist; Clerk Stenographic; Clerical Keypunch; Executive Secretarial; General Secretarial; Legal Secretarial; Medical Secretarial; Stenographic; Business Machines; Accounting; General Office Clerk; Clerical Bookkeeping; General Office Assistant
Tr	Northeast Vinyl Repair School 334 Lynn Shores Drive Virginia Beach 23452	Bernard Smith 804/340-1000	Vinyl Repair
B	Northern Virginia Business School 8111 Gatehouse Road Falls Church 22042	Albert P. Coppola 804/573-7400	Medical Secretarial; Legal Secretarial; Private Secretarial
Tr	Oak Hill Medical Training School 776 Oak Grove Road, Box 1331 Chesapeake 23320	Mrs. Alice B. Billup 804/547-5156	Nurses' Aide
Tr	Oak Manor Equitation School and Camp Rt. 1, Box 265 Weyers Cave 24486	Mrs. Theodosia S. Berry 703/234-8101	Equitation
B	Pan-American School 913-15 W.Grace Street Richmond 23220	Mrs. Janice Gemmill 804/353-3931	Secretarial

Code	Schools and Address	Director and Telephone	Subjects, Courses or Fields
Te	Para-Legal Institute 2020 N. 14th Street Suite 410 Arlington 22201	Kenneth Eaton Gilbert David 703/527-3029	Para-Legal Assistants
B	Peninsula Business College 2901 Jefferson Avenue Newport News 23607	Mrs. Jessie M. Rattley 804/245-4915	Business Administration; Secretarial; Key Punch Clerical
B	Phillips Business College 1112 Church Street Box 126 Lynchburg 24505	Harry G. Green 804/847-7701	Business Administration; Secretarial Science; Stenographic; Clerk-Typist; Data Processing and Computer Programming
Te	PMO Institute 11 S. Granite Springs Road Richmond 23225	Robert D. Vieno 804/745-2820	Sales Training; Management and Personal Development
B	Princess Anne Business College 2924 N.Lynnhaven Road Virginia Beach 23452	Joseph A. Kennedy 804/340-0222	Executive Secretarial; Stenographer; Court Reporting; Medical Terminology; Professional Receptionist; Bookkeeping Clerk; Executive Secretary-Legal Options; Accounting Receptionist/Clerk
B	Professional Business and Medical Institute 1600 E. Little Creek Road Bel Aire Bldg., Suite 108 Norfolk 23518	D. L. Ware 804/480-1702	Nurse's Aide/Orderly; Receptionist; Key Punch Machine Operator; Clerk-Typist; Medical Secretary; Medical Receptionist/Ward Clerk; Professional Secretary; Fashion Merchandising; Bank

Code	School and Address	Director and Telephone	Subjects, Courses or Fields
	Professional Business and Medical Institute, cont.		Teller; Convenience Store-Management Trainee; Court Reporting; Dental Assistant; Legal Secretary; Assistant Bookkeeper; Full Charge Bookkeeper; Accounting; Business Management
Te	PRP 2020 N. 14th Street Suite 600 Arlington 22201	Mrs. Paula K. Reeves 703/243-2662	Word Processing Specialist
Te	Radio Engineering Institute 2401 Tidewater Trail Fredericksburg 22401	Raymond W. Gill, Jr. 703/373-1441	Radio/Broadcast Electronics
B	Reporting Academy of Virginia, Ltd. Pembroke Five, Suite 128 Virginia Beach 23462	Mrs. Kathryn M. Nelson 804/499-5447	Court Reporting
B	Richmond Business College, Inc. 613-15 N. Lombardy Street Richmond 23220	J. L. Brooks 804/353-9294	Secretarial Clerical Training; Stenographic Junior Accounting; Fashion Merchandising; Court Reporting; Accounting and Business Administration

Code	School and Address	Director and Telephone	Subjects, Courses, or Fields
B	Rutlidge College- Richmond Campus 613-15 N. Lombardy Street Richmond 23220	J. L. Brooks 804/353-9294	Executive Secretarial; Legal Secretarial; Medical Secretarial; Junior Accountant; Secretarial-Gregg Shorthand; Secretarial-ABC Shorthand; Secretarial-no Shorthand; General Business
Tr	Shelton's Welding School 616 Kenmore Avenue Fredericksburg 22401	Jack Shelton 703/371-1031	Welding
B	Smithdeal-Massey Business College 300 W. Grace Street Richmond 23220	Robert N. White 804/643-5315	Clerk-Typist and Office Machines; Business Administration; Executive Secretarial; Legal Secretarial; Medical Secretarial; Management Accounting; Junior Accounting; Secretary
Tr	Soo Young Lim School of Fashion Designing 804 W. Broad Street Falls Church 22046	Mrs. Soo Y. Whitaker 703/532-3325	Fashion Design; Leather Garment Construction; Pattern Adjusting and Sewing; Fashion Sketching
Tr	Steele's Welding School, Inc. 116 Walton Avenue Danville 24541	Howard R. Steele 804/793-0437	Welding
Tr	Steele's Welding School, Inc. 1218 N. Blvd. Richmond 23230	Howard R. Steele 804/353-5426	Welding

Code	School and Address	Director and Telephone	Subjects, Courses or Fields
Tr	Tidewater Broadcasting School 6118 Virginia Beach Blvd. Norfolk 23502	Paul F. Hennings 804/461-6211	Radio Announcing; Radio Telephone 1st Class and 2nd Class-FCC
Tr	Virginia School of Broadcasting 10600 Jefferson Davis Highway Richmond 23234	Wes Howard 804/275-6161	Radio Announcing

VOCATIONAL EDUCATION PROGRAMS OFFERED BY LOCAL SCHOOL DIVISIONS, BY CETA REGION

PRIME SPONSOR I: ARLINGTON COUNTY

Agriculture
- Horticulture -- Arlington Career Center

Business Education
- Data Processing -- Arlington Career Center
- Clerical -- Yorktown
- Steno (block) -- Wakefield

Distributive Education
- General Marketing -- Wakefield, Washington-Lee, Yorktown, Arlington Career Center, Adult Vocational and Career Center
- Fashion Merchandising -- Wakefield, Washington-Lee, Yorktown

Health
- Health Assistant -- Arlington Career Center

Occupational Home Economics
- Clothing Occupations -- Arlington Career Center
- Child Care -- Arlington Career Center

Trade and Industrial
- Auto Mechanics -- Wakefield, Washington-Lee, Yorktown, Arlington
- I.C.T. -- Yorktown
- Air Conditioning and Refrigeration -- Arlington Career Center
- Auto Body -- Arlington Career Center
- Bricklaying -- Arlington Career Center
- Carpentry -- Arlington Career Center
- Commercial Art -- Arlington Career Center
- Commercial Foods -- Arlington Career Center
- Cosmetology -- Arlington Career Center
- Electricity -- Arlington Career Center
- Electronics -- Arlington Career Center
- Photography -- Arlington Career Center
- Television Communications -- Arlington Career Center

PRIME SPONSOR II: ALEXANDRIA CITY

Business Education
- Clerk-Typist -- T. C. Williams
- Steno (block) -- T. C. Williams
- Data Processing -- T. C. Williams
- Office Services -- T. C. Williams

Distributive Education
General Marketing -- William, Occupational Center, Hammon, Washington
Fashion Merchandising -- Williams

Health Education
Health Assistant -- Williams

Occupational Home Economics
Child Care -- Williams
Clothing Occupations -- Williams

Trade and Industrial
Cosemtoloty -- Secondary Occupational Center
Air Conditioning and Refrigeration -- Williams
Auto Body Repair -- Williams
Auto Mechanics (2) -- Williams
Bricklaying -- Williams
Carpentry -- Williams
Commercial Foods -- Williams
Electricity -- Williams
Electronics -- Williams
I.C.T. -- Williams
Maintenance and Repair -- Williams
Printing -- Williams

PRIME SPONSOR III: FAIRFAX COUNTY

Agriculture
Horticulture -- Herndon

Business Education
Steno (Subject) -- Fairfax, West Springfield
Steno (Block) -- Herndon, Lake Braddock, Chantilly, Mt. Vernon, Annadale, Fort Hunt, Goverton, Lee, Madison, Falls Church, Woodson, Edison, Marshall, Jefferson, Oakton, Hayfield, Robinson
Clerk-Typist (Block) -- Herndon, Lake Braddock, Chantilly, Mt. Vernon, Edison, Marshall, Annadale, McLean, Lee, Madison, Falls Church, Fort Hunt, Jefferson, Oakton, Hayfield, Robinson
Clerical -- Fairfax, Groveton, Stuart, Woodson
Bookkeeping -- Lake Braddock, West Springfield, Hayfield, Robinson
Data Processing -- Fairfax, Lake Braddock, Chantilly, Mt. Vernon, Woodson, Edison, Hayfield, Robinson, Edison, Hayfield, Robinson

Distributive Education
General Marketing -- Willston Instructional Service Center, Annandale, Chantilly, Edison, Fairfax, Falls Church, Fort Hunt, Groveton, Hayfield, Herndon, Jefferson, Lake Braddock, Langley, Lee, Madison, Marshall, McLean, Marshall, Mount Vernon, Oakton, Robinson, Springfield, Stuart, West Springfield

Fashion Merchandising -- Chantilly, Falls Church, Hayfield, Fairfax, Fort Hunt, Herndon, Jefferson, Lake Braddock, Langley, Lee, Madison, McLean, Mt. Vernon, Robinson, Stuart, West Springfield

Health Education

Health Assistant -- Groveton

Occupational Home Economics

Food Occupations -- Chantilly, Edison, Fairfax, Falls Church, Lake Braddock, Mt. Vernon, Robinson

Child Care -- Chantilly, Edison, Groveton, Hayfield, Lake Braddock, Robinson

Special Cooperative, Project HERO -- Groveton, Hayfield

Trade and Industrial

Electronics -- Annandale, Chantilly

General Maintenance Mechanics -- Annandale, Chantilly, Fairfax Fort Hunt, Groveton, Hayfield, Stuart, Jefferson, Lake Braddock, Lee, Madison Mt. Vernon, Oakton, Robinson, South Lakes, West Springfield, Woodson

I.C.T. -- Annandale, Chantilly, Fairfax, Edison, Falls Church, Groveton Oakton, Hayfield, Stuart, Jefferson, Lake Braddock, Lee, Madison, Marshall, Mt. Vernon, Robinson, West Springfield, Woodson

Air Conditioning and Heating -- Edison

Air Conditioning -- Chantilly

Auto Body -- Chantilly, Edison, Marshall

Auto Mechanics -- Chantilly, Edison, Fairfax, Falls Church, Groveton, Hayfield Lake Braddock, Lee, Madison, Marshall, MT. Vernon, Robinson West Springfield, Woodson

Bricklaying -- Chantilly, Edison, Marshall, Willston

Carpentry and Cabinetmaking-- Chantilly

Cosmetology -- Chantilly Edison Falls Church, Groveton Hayfield Stuart, Lee Madison, Marshall Mt. Vernon Robinson, South Lakes, Woodson

Electronics -- Chantilly, Edison, Mt. Vernon, West Springfield

Printing -- Chantilly, Edison, Fairfax

Carpentry -- Edison, Willston

Drafting -- Edison, Woodson

Electricity -- Edison, Woodson

Machine Shope -- Edison

Plumbing -- Edison

Welding -- Edison

Barbering -- Marshall

Masonry -- Williston

Air Conditioning and Refrigeration -- Woodson

Radio-TV -- Woodson

PRIME SPONSOR IV: PRINCE WILLIAM COUNTY

Agriculture
- Agricultural Business --Brentsville District
- Agricultural Production -- Brentsville District

Business Education
- Steno (Subject) -- Brentsville District
- Steno (Block) -- Woodbridge, Osbourn Park, Stonewall Jackson Garfield
- Clerk-Typist (Block) -- Woodbridge, Osbourn Park, Stonewall Jackson, Garfield
- Clerical -- Brentsville District
- Data Processing -- Woodbridge, Garfield
- Office Services -- Osbourn Park, Stonewall Jackson, Garfield

Distributive Education
- General Marketing -- Brentsville District, Garfield, Osbourn Park, Stonewall Jackson, Woodbridge
- Fashion Merchandising -- Garfield, Stonewall Jackson, Woodbridge

Occupational Home Economics
- Food Occupations -- Garfield, Stonewall Jackson

Trade and Industrial
- Auto Mechanics -- Garfield, Osbourn Park, Stonewall Jackson, Woodbridge
- Air Conditioning and Refrigeration -- Woodbridge
- Cosmetology -- Garfield Osbourn Park, Stonewall Jackson Woodbridge
- Drafting -- Garfield, Osbourn Park, Stonewall Jackson, Woodbridge
- Electronics -- Garfield, Stonewall Jackson, Woodbridge
- I.C.T. -- Garfield, Osbourn Park, Stonewall Jackson, Woodbridge
- Bricklaying -- Stonewall Jackson
- Building Trades -- Stonewall Jackson
- Masonry -- Garfield
- Power Mechanics -- Woodbridge
- Printing -- Garfield, Stonewall Jackson, Woodbridge

PRIME SPONSOR V: RICHMOND AREA MANPOWER PLANNING SYSTEM (RAMPS)

Richmond City

Agriculture
- Handicapped Program -- Amelia Special Education Center
- Horticulture -- Amelia Special Education Center

Business Education
- Steno (Subject) -- Armstrong, Marshall
- Steno (Block) -- Jefferson, Walker, Wythe, Kennedy, Huguenots
- Clerk Typist (Block) -- Jefferson, Walker, Wythe, Kennedy, Huguenots

Trade and Industrial
Building Trades -- Powhatan Vocational Center
Drafting -- Powhatan Vocational Center
Power Mechanics -- Powhatan Vocational Center

PRIME SPONSOR VI: HENRICO-CHESTERFIELD-HANOVER CETA CONSORTIUM

Henrico County
Agriculture Education
Horticulture -- Hermitage, Virginia Randolph
Handicapped -- Virginia Randolph Special Education Center

Business Education
Steno (Block) -- Highland Springs, Freeman, Varina, Tucker, Henrico, Hermitage
Clerk Typist (Block) -- Highland Springs, Freeman, Varina, Tucker, Henrico, Hermitage
Clerical (Accounting) -- Tucker, Hermitage
Data Processing -- Highland Springs, Hermitage
Office Services -- Highland Springs, Varina

Distributive Education
General Marketing -- Freeman, Henrico, Hermitage, Highland Springs, Tucker, Varina
Fashion Merchandising -- Freeman, Henrico, Hermitage, Highland Springs, Tucker

Health Education
Health Assistant -- Hermitage, Highland Springs

Occupational Home Economics
Food Occupations -- Hermitage

Trade and Industrial
I.C.T. -- Freeman, Henrico, Hermitage, Highland Springs, Varina
Auto Servicing -- Henrico Trade Training Center
Bricklaying -- Henrico Trade Training, Highland Springs
Carpentry/Cabinetmaking -- Henrico Trade Training
Electricity -- Henrico Trade Training, Hermitage, Highland Springs
I.W.E. -- Henrico Trade Training
Maintenance and Repair -- Henrico Trade Training, Tuckaheo Middle
Air Conditioning and Refrigeration -- Hermitage, Highland Springs
Auto Mechanics -- Hermitage, Highland Springs
Cosmetology -- Hermitage Highland Springs
Drafting -- Hermitage, Highland Springs
Electronics -- Hermitage, Highland Springs
Machine Shop -- Hermitage, Highland Springs
Printing -- Hermitage
Radio Communications -- Highland Springs

Chesterfield County

Agriculture

Horticulture -- Chesterfield Technical Center

Business Education

Steno (Block) -- Bird, Midlothian, Matoaca, Meadowbrook, Manchester, Thomas Dale, Cloverhill

Clerk Typist (Block) -- Bird, Midlothian, Matoaca, Meadowbrook, Manchester, Thomas Dale, Cloverhill

Clerical/Accounting -- Bird, Midlothian, Meadowbrook, Manchester, Thomas Dale, Cloverhill

Data Processing -- Chesterfield Technical Center

Office Services -- Bird, Matoaca, Thomas Dale

Distributive Education

General Marketing -- Bird, Cloverhill, Manchester, Matoaca, Meadowbrook, Midlothian, Thomas Dale

Health Education

Nursing Assistant & Surgical Technology -- Chesterfield Vocational Center

Trade and Industrial

Auto Mechanics -- Bird, Chesterfield Vocational Center

I.C.T. -- Bird, Cloverhill, Manchester, Matoaca, Meadowbrook, Midlothian, Thomas Dale

I.W.E. -- Bird, Manchester, Matoaca, Meadowbrook

Air Conditioning and Heating -- Chesterfield Vocational Center

Carpentry -- Chesterfield Vocational Center

Commercial Photography -- Chesterfield Vocational Center

Cosmetology -- Chesterfield Vocational Center

Drafting -- Chesterfield Vocational Center

Electricity -- Chesterfield Vocational Center

Electronics -- Chesterfield Vocational Center

Food Service -- Chesterfield Vocational Center

Masonry -- Chesterfield Vocational Center

Printing -- Chesterfield Vocational Center

Welding -- Chesterfield Vocational Center

Hanover County

Agriculture

Agriculture Machinery Service -- Lee-Davis

Agricultural Production --Lee-David, Henry

Agriculture Science and Mechanics -- Henry, Liberty Jr., Stonewall Jackson

Horticulture -- Patrick Henry, Lee-Davis

Natural Resource Management -- Patrick Henry

Disadvantaged -- Patrick Henry, Liberty Jr.

Business Education
Steno (Block) -- Lee-Davis, Patrick Henry
Clerk-Typist (Block) -- Lee-Davis, Patrick Henry
Office Services -- Lee-Davis, Patrick Henry

Distributive Education
General Marketing -- Lee-Davis, Patrick Henry
Fashion Merchandising -- Lee-Davis, Patrick Henry

Occupational Home Economics
Food Occupations I & II -- Lee-Davis

PRIME SPONSOR VII: SOUTHEASTERN TIDEWATER AREA MANPOWER AUTHORITY CONSORTIUM (STAMA)

Norfolk City
Agriculture
Horticulture -- Norfolk Vocational Technical

Business Education
Steno (Block) -- Maury, Granby, Norview, Lake Taylor, Washington
Clerk Typist (Block) -- Maury, Granby, Norview, Lake Taylor, Washington
Data Processing -- Norfolk Vocational Technical Center
Office Services -- Maury, Granby, Lake Taylor, Washington

Distributive Education
General Marketing -- Washington, Granby, Lake Taylor, Maury, Norview, Norfolk Vocational Technical Center
Fashion Merchandising -- Washington, Granby, Lake Taylor, Maury, Norview

Health Education
Medical Lab -- Norfolk General Hospital
Health Assistant -- Maury

Occupational Home Economics
Child CAre Occupations -- Norfolk Vocational Technical Center

Trade and Industrial
I.C.T. -- Norview
Air Conditioning and Refrigeration -- Norfolk Technical
Auto Body Repair -- Norfolk Technical
Auto Mechanics -- Norfolk Technical
Bricklaying -- Norfolk Technical
Carpentry -- Norfolk Technical
Commercial Art -- Norfolk Technical
Commerical Foods -- Norfolk Technical
Cosmetology -- Norfolk Technical
Drafting -- Norfolk Technical

Electricity -- Norfolk Technical
Electronics -- Norfolk Technical
Machine Shop -- Norfolk Technical
Plumbing -- Norfolk Technical
Printing -- Norfolk Technical
Radio and TV Repair -- Norfolk Technical
Small Engine Repair -- Norfolk Technical
Welding -- Norfolk Technical

Portsmouth City

Agriculture
Disadvantaged -- Clark Vocational Center
Horticulture -- Clark Vocational Center

Business Education
Steno (Block) -- Wilson, Churchland, Cradock, Manor
Clerk-Typist (Block) -- Wilson, Churchland, Cradock, Manor

Distributive Education
General Marketing -- Churchland, Cradock, Norcom, Manor, Wilson

Health Education
Medical Lab -- Maryview Hospital
Radiology Technician -- Maryview Hospital

Occupational Home Economics
Food Occupations --Norcom, Clarke Vocational Center
Child CAre -- Norcom
Clothing Occupations -- Norcom, Clarke Vocational Center
Occupational Home Economics for Handicapped -- Truxton Secondary Education Center, DAC Center

Trade and Industrial
I.C.T. -- Churchland, Manor, Wilson, Cradock
Auto Body Repair -- Norcom
Auto Mechanics -- Norcom
Building Trades -- Norcom
Carpentry/Cabinetmaking -- Norcom
Commerical Art -- Norcom
Drafting -- Norcom
Electricity -- Norcom
Electronics -- Norcom
Machine Shop -- Norcom

Virginia Beach City

Agriculture
Horticulture -- Vocational Technical Education Center
Natural Resource Management -- Vocational Technical Education Center

Business Education
Steno (Block) -- Princess Anne, Cox, Kellam, Bayside, First Colonial, Kempsville
Clerk-Typist (Block) -- Princess Anne, Cox, Kellam, Bayside, First Colonial, Kempsville
Office Services -- Princess Anne, Kellam, First Colonial

Distributive Education
General Marketing -- Bayside, First Colonial, Kellam, Cox, Kempsville, Princess Anne
Fashion Merchandising -- Bayside, Kellam, Cox, Kempsville

Occupational Home Economics
Clothing Occupations -- First Colonial
Home Furnishing Occupations -- First Colonial
Food Occupations--- First Colonial, VA Beach Vocational Technical
Occupational Home Economics for Handicapped -- Center for Effective Learning

Trade and Industrial
I.C.T. -- Bayside, First Colonial, Kellam, Kempsville
Air Conditioning and Refrigeration -- VA Beach Vocational Technical Center
Auto Body Repair -- VA Beach Voc-Tech Center
Auto Mechanics -- VA Beach Voc-Tech Center
Bricklaying -- VA Beach Voc-Tech Center
Carpentry/Cabinetmaking --VA Beach Voc-Tech Center
Commercial Art -- VA Beach Voc-Tech Center
Cosmetology -- VA Beach Voc-Tech Center
Drafting -- VA Beach Voc-Tech Center
Electricity -- VA Beach Voc-Tech Center
Electronics -- VA Beach Voc-Tech Center
Machine Shop -- VA Beach Voc-Tech Center
Plumbing -- VA Beach Voc-Tech Center
Power Mechanics -- VA Beach Voc-Tech Center
Printing -- VA Beach Voc-Tech Center
Upholstery -- VA Beach Voc-Tech Center
Welding -- VA Beach Voc-Tech Center

Chesapeake City
Agriculture
Agriculture Science and Mechanics -- Chesapeake Technical Center
Horticulture -- Chesapeake Technical Center

Business Education
Steno -- Smith, Deep Creek
Steno (Bicok) -- Great Bridge, Indian River, Western Branch
Clerk-Typist (Block) -- Great Bridge, Indian River, Western Branch
Clerical -- Smith, Deep Creek
Data Processing -- Chesapeake Technical Center
Office Services -- Smith

Distributive Education
General Marketing -- Deep Creek, Great Bridge, Indian River, Oscar Smith, Western Branch
Fashion Merchandising -- Oscar Smith

Occupational Home Economics
Child Care Occupations -- Indian River

Trade and Industrial
I.C.T. -- Deep Creek, Great Bridge, Oscar Smith, Western Branch, Indian River
Air Conditioning and Refrigeration -- Chesapeake Technical Center
Auto Mechanics -- Chesapeake Technical Center
Carpentry -- Chesapeake Technical Center
Cosmetology -- Chesapeake Technical Center
Electronics -- Chesapeake Technical Center
Masonry -- Chesapeake Technical Center
Metals -- Chesapeake Technical Center
Radio Communications -- Chesapeake Technical Center
Tailoring -- Chesapeake Technical Center

Franklin City
Business Education
Clerk-Typist (Block) -- Franklin City

Distributive Education
General Marketing -- Franklin City

Suffolk City
Agriculture
Agriculture Machinery Service -- Forest Glen, Kennedy
Agricultural Production -- Forest Glen, Kennedy, Yeates
Agricultural Science and Mechanics -- Forest Glen Kennedy Yeates
Horticultune -- Pruden Vocational Technical
Disadvantaged -- Forest Glen, Kennedy

Business Education
Steno (Block) -- Kennedy, Yeates, Suffolk, Forest Glen
Clerk-Typist (Block) -- Kennedy, Yeates, Forest Glen
Clerical/Accounting -- Pruden Voc-Tech
Data Processing -- Pruden Voc-Tech

Distributive Education
General Marketing -- Forest Glen, Kennedy, Yeates, Suffolk

Health Education
Nursing Assistant -- Pruden Voc-Tech

Trade and Industrial
Power Mechanics -- Kennedy
Air Conditioning and Refrigeration -- Pruden Voc-Tech
Auto Body -- Pruden Voc-Tech
Auto Mechanics -- Pruden Voc-Tech
Bricklaying -- Pruden Voc-Tech
Carpentry -- PRUden Voc-Tech
Commercial Foods -- Pruden Voc-Tech
Cosmetology -- Pruden Voc-Tech
Electricity -- Pruden Voc-Tech
Electronics -- Pruden Voc-Tech
Welding -- Pruden Voc-Tech

Isle of Wight County
Agriculture
Agriculture Business -- Smithfield, Windsor
Agriculture Science and Mechanics -- Smithfield, Windsor

Business Education
Clerk-Typist (Block) -- Smithfield, Windsor

Distributive Education
General Marketing -- Smithfield, Windsor

Health Education
Nursing Assistant -- Pruden Voc-Tech

Trade and Industrial
Building Trades -- Smithfield, Windsor

Southhampton County
Agriculture
Agricultural Production -- Southhampton
Agriculture Science and Mechanics -- Southhampton, Southhampton Jr.
Agriculture Machinery Service -- Southhampton

Business Education
Steno -- Southhampton
Clerical -- Southhampton

Trade and Industrial
Building Trades -- Southhampton
Cosmetology -- Southhampton

PRIME SPONSOR VIII: PENINSULA OFFICE OF MANPOWER PLANNING

Newport News City
Business Education
Steno (Blcok) -- Denbigh, Warwick, Ferguson, Menchville
Clerk-Typist (Block) -- Denbigh, Warwick, Ferguson, Menchville
Clerical/Accounting -- Warwick, Ferguson, Menchville
Data Processing -- Denbigh
Office Services -- Denbigh, Warwick, Ferguson, Menchville

Distributive Education
General Marketing -- Denbigh, Ferguson, Menchville, Warwick
Fashion Merchandising -- Denbigh, Ferguson, Menchville, Warwick

Health Education
Rad. Technician (Adult) -- Riverside Hospital
Medical Lab (Adult) -- Riverside Hospital
Surgical Tech (Adult) -- Riverside Hospital

Occupational Home Economics
Food Occupations -- Denbigh, Warwick
Child Care -- Menchville, Warwick

Trade and Industrial
I.C.T. -- Warwick, Menchville, Ferguson, Denbigh

Hampton City
Agriculture
Horticulture -- VA Peninsula (South Campus), VA Peninsula (North Campus)

Business Education
Steno (Block) -- Hampton, Pembroke, Kecoughtan, Bethel
Clerk - Typist (Block) -- Hampton, Pembroke, Kecoughtan, Bethel
Office Services -- Hampton, Pembroke, Bethel

Distributive Education
General Marketing -- Bethel, Hampton, Kecoughtan, Pembroke, Phoebus
Fashion Merchandising -- Hampton, Kecoughtan

Health Education
Special Program -- Hampton Vocational Prep

Occupational Home Economics
Food Occupations -- Phoebus
Child Care Occupations -- Pheebus
Occupation Exploration -- Vocational Prep

Trade and Industrial
I.C.T. -- Bethel, Hampton, Kecoughtan, Pembroke, Phoebus
Electronics -- Bethel, Hampton, Phoebus, VA Peninsula Voc-Tech
Methal Trades -- Hampton
Printing -- Hampton
Building Trades -- Pembroke
Power Mechanics -- Phoebus, VA Peninsula Voc-Tech
Air Conditioning -- VA Peninsular Voc-Tech
Auto Body Repair -- VA Peninsular Voc-Tech
Auto Mechanics -- VA Peninsular Voc-Tech
Carpentry -- VA Peninsular Voc-Tech
Commercial Foods -- VA Peninsular Voc-Tech
Drafting -- VA Peninsular Voc-Tech
Electricity -- VA Peninsular Voc-Tech
Machine Shop -- VA Peninsular Voc-Tech
Masonry -- VA Peninsular Voc-Tech
Sheet Metal -- VA Peninsular Voc-Tech
Welding -- VA Peninsular Voc-Tech

Williamsburg City
- Business Education
  - Steno (Block) -- Lafayette
  - Clerk-Typist (Block) -- Lafayette
  - Clerical/Accounting -- Lafayette
- Distributive Education
  - General Marketing -- Lafayette
- Trade and Industrial
  - Auto Mechanics -- Lafayette
  - Building Trades -- Lafayette
  - I.C.T. -- Lafayette

York County
- Business Education
  - Steno (Block) -- Bruton, York, Tabb
  - Clerk-Typist (Block) -- Bruton, York, Tabb
  - Data Processing -- York,Tabb
  - Office Services -- Bruton, York
- Distributive Education
  - General Marketing -- Bruton, Tabb, York
- Occupational Home Economics
  - Food Occupations -- York
- Trade and Industrial
  - I.C.T. -- Bruton, Tabb, York
  - Bricklaying -- York
  - Electronics -- York

Poquoson City
- Business Education
  - Steno (Block) -- Poquoson
  - Clerk-Typist (Block) -- Poquoson
  - Office Services -- Poquoson
- Trade and Industrial
  - I.C.T. -- Poquoson
  - Electricity -- Poquoson
  - Power Mechanics -- Poquoson

PRIME SPONSOR IX: ROANOKE CONSORTIUM FOR MANPOWER SERVICES

Roanoke City
- Business Education
  - Steno (Block) -- Patrick Henry, Fleming
  - Clerk-Typist (Block) -- Patrick Henry, Fleming
  - Data Processing -- Patrick Henry
  - Office Services -- Patrick Henry, Fleming

Distributive Education
General Marketing -- Patrick Henry, Fleming
Fashion Merchandising -- Patrick Henry, Fleming

Health Education
Health occupations -- Patrick Henry, Fleming

Occupational Home Economics
Clothing Occupations -- Jefferson Vocational
Food Occupations -- Jefferson Vocational

Trade and Industrial
Auto Body Repair -- Patrick Henry
Auto Mechanics -- Patrick Henry, Fleming
Air Conditioning and Refrigeration -- Fleming
Carpentry -- Patrick Henry
Carpentry/Cabinetmaking -- Fleming
Bricklaying -- Fleming
Cosmetology -- Patrick Henry
Electricity -- Fleming
Electronics -- Patrick Henry
I.C.T. -- Patrick Henry, Fleming
Machine Shop -- Patrick Henry
Welding -- Patrick Henry
Printing -- Patrick Henry

Covington City
Distributive Education
General Marketing -- Covington

Clifton Forge City
Occupational Home Economics
Food Occupations -- Jackson River Vocational
Clothing Occupations -- Jackson River Vocational

Trade and Industrial
Air Conditioning and Refrigeration -- Jackson River Vocational
Auto Mechanics -- Jackson River Vocational
Carpentry -- Jackson River Vocational
Electricity -- Jackson River Vocational
Machine Shop -- Jackson River Vocational
Metals -- Clifton Forge
Welding -- Jackson River Vocational
Woodworking -- Clifton Forge

Alleghany County
Distributive Education
General Marketing -- Alleghany County

Botetourt County
- Agriculture
  - Agricultural Business -- Lord Botetourt
  - Horticulture -- Botetourt Voc-Tech
  - Agricultural Production -- Lord Botetourt, James River
  - Agricultural Science and Mechanics -- Lord Botetourt, Botetourt Voc-Tech, James River
  - Exploratory Agricultural -- Botetourt Voc-Tech
- Business Education
  - Steno -- James River
  - Steno (Block) -- Lord Botetourt
  - Clerk-Typist (Block) -- James River, Lord Botetourt
  - Bookkeeping -- James River, Lord Botetourt
- Distributive Education
  - General Marketing -- Lord Botetourt
- Occupational Home Economics
  - Food Occupations -- Botetourt Voc-Tech
- Trade and Industrial
  - I.C.T. -- Lord Botetourt
  - Auto Body -- Botetourt Voc-Tech
  - Auto Mechanics -- Botegourt Voc-Tech
  - Building Trades -- Botetourt Voc-Tech
  - Cosmetology -- Botetourt Voc-Tech
  - Drafting -- Botetourt Voc-Tech
  - General Maintenance Mechanics -- Botetourt Voc-Tech
  - Industrial Maintenance Mechanics -- Botetourt Voc-Tech

Craig County
- Business Education
  - Clerk-Typist (Block) -- New Castle
- Occupational Home Economics
  - Food Occupations -- New Castle

Roanoke County
- Agriculture
  - Disadvantaged -- Southview Vocational Center
- Business Education
  - Steno (Block) -- Salem, Northside
  - Clerk-Typist (Block) -- Salem, Cave Spring, Northside, Byrd
  - Data Processing -- Roanoke County Technical
  - Office Clerk -- Salem
  - Office Services -- Salem
- Distributive Education
  - General Marketing -- Cave Springs, Northside, Salem, Byrd
  - Fashion Merchandising -- Salem

Health Education
Special Needs -- Southview Vocational

Trade and Industrial
Auto Body -- Roanoke County Voc-Tech
Auto Mechanics -- Roanoke County Voc-Tech, Southview Technical
Bricklaying -- Roanoke County Voc-Tech, Southview Technical
Carpentry -- Roanoke County Voc-Tech, Southview Technical
Commercial Art -- Roanoke County Voc-Tech
Cosmetology -- Roanoke County Voc-Tech
Drafting -- Roanoke County Voc-Teeh, Southview Technical
Electricity -- Roanoke County Voc-Tech, Southview Technical
Electronics -- Roanoke County Voc-Tech
Machine Shop -- Roanoke County Voc-Tech
Metal Fabrication -- Southview Technical
Small Engine Repair -- Roanoke County Voc-Tech, Southview Technical

PRIME SPONSOR X: BALANCE OF STATE (BY COUNTY)

Accomack County

Agriculture
Agriculture Machinery Service -- Arcadia, Central
Agriculture Sciences and Mechanics -- Arcadia, Central

Business Education
Steno -- Arcadia
Clerk-Typist -- Arcadia, Central, Onancock

Distributive Education
General Marketing -- Arcadia, Onancock

Albemarle County

Agriculture
Agricultural Production -- Western Albemarle
Agriculture Science and Mechanics -- Albemarle, Walton Middle, J. T. Henley, Western Albemarle
Exploratory Agriculture -- Burley, Jouett Middle, Walton Middle, Henley Middle
Natural Resource Management -- Albemarle, Western Albemarle

Business Education
Steno (Block) -- Western Albemarle, Albemarle
Clerk-Typist (Block) -- Western Albemarle, Albemarle
Clerical/Accounting -- Western Albemarle, Albemarle

Distributive Education
General Marketing -- Western Albemarle, Albemarle
Fashion Merchandising -- Albemarle, Western Albemarle

Health
Surgical Technician -- University of Virginia Hospital

Trade and Industrial
Auto Mechanics -- Charlottesville-Albemarle Technical Center
Auto Servicing -- Albemarle
Bricklaying -- Charlottesville-Albemarle Technical Center
Carpentry/Cabinetmaking -- Charlottesville-Albemarle Technical Center
Commercial Foods -- Charlottesville Albemarle Technical Center
Cosmetology -- Charlottesville-Albemarle Technical Center
Drafting -- Charlottesville-Albemarle Technical Center
Electricity -- Charlottesville-Albemarle Technical Center
Electronics -- Charlottesville-Albemarle Technical Center
General Maintenance Mechanics -- Charlottesville-Albemarle Tech. Center
I.C.T. -- Western Albemarle
Metal Trades -- Charlottesville-Albemarle Technical Center

Alleghany County

Agriculture
Natural Resources Management -- Alleghany
Agriculture Science & Mechanics -- Alleghany

Distributive Education
General Marketing -- Alleghany

Amelia County

Agriculture
Agriculture Machinery Service -- Amelia County
Agriculture Production -- Amelia County
Agriculture Science & Mechanics -- Amelia County
Horticulture -- Amelia County

Business Education
Clerk-Typist (Block) -- Amelia County

Distributive Education
General Marketing -- Amelia County

Health
Nursing Assistant -- Amelia County

Amherst County

Agriculture
Agricultural Production -- Amherst
Agriculture Science and Mechanics -- Amherst, Monelison Junior, Amherst Junior
Natural Resource Management -- Amherst
Disadvantaged -- Amherst, Amherst Junior, Monelison Junior

Business Education
Steno (Block) -- Amherst
Clerk-Typist (Block) -- Amherst

Distributive Education
General Marketing -- Amherst

Trade and Industrial
Auto Mechanics -- Amherst
Drafting -- Amherst
Electronics -- Amherst
I.C.T. -- Amherst

Appomattox County

Agriculture
Agriculture Machinery Service -- Appomattox
Agriculture Production -- Appomattox

Agriculture Science and Mechanics -- Appomattox, Appomattox Middle
Exploratory Agriculture -- Appomattox Middle
Horticulture -- Appomattox
Disadvantaged -- Appomatox Middle

Business Education
Steno (Block) -- Appomattox
Clerk-Typist (Block) -- Appomattox

Distributive Education
General Marketing -- Appomattox

Occupational Home Economics
Clothing Occupations -- Appomattox High
Food Occupations -- Appomattox

Trade and Industrial
Bricklaying -- Appomattox
Drafting -- Appomattox
Electronics -- Appomattox
Power Mechanics -- Appomattox

Augusta County

Agriculture
Agriculture Business -- Fort Defiance, Riverheads
Agriculture Machinery Service -- Fort Defiance, Riverheads, Stuart Draft
Agricultural Production -- Buffalo Gap, Riverheads, Stuarts Draft, Wilson Memorial
Agriculture Science and Mechanics -- Buffalo Gap, Fort Defiance, Riverheads, Stuarts Draft, Stuarts Draft Middle
Exploratory Agriculture -- Stuarts Draft Middle
Horticulture -- Valley Vocational-Technical, Wilson Memorial
Natural Resource Management -- Buffalo Gap

Distributive Education
General Marketing -- Stuarts Draft, Wilson Memorial

Trade and Industrial
I.C.T. -- Buffalo Gap, Fort Defiance
Air Conditioning & Refrigeration -- Valley Vocational Center
Auto Mechanics -- Valley Vocational Center
Carpentry -- Valley Vocational Center
Cosmetology -- Valley Vocational Center
Drafting -- Valley Vocational Center
Electricity -- Valley Vocational Center
Electronics -- Valley Vocational Center
Food Service -- Valley Vocational Center
Machine Shop -- Valley Vocational Center
Metal Trades -- Valley Vocational Center

Bath County

Agriculture
- Agriculture Science and Mechanics -- Bath
- Natural Resource Management -- Bath

Business Education
- Steno -- Bath
- Clerk-Typist (Block) -- Bath

Distributive Education
- General Marketing -- Bath

Health Education
- General Program -- Bath

Occupational Home Economics
- Clothing Occupations -- Bath
- Food Occupations -- Bath

Trade and Industrial Education
- Auto Mechanics -- Bath
- Building Trades -- Bath
- General Maintenance Mechanics -- Bath

Bedford County

Agriculture
- Agricultural Production -- Jefferson Forest, Liberty, Staunton River
- Agriculture Science and Mechanics -- Forest, Liberty, Staunton River

Business Education
- Clerk-Typist (Block) -- Liberty, Staunton River, Jefferson Forest

Distributive Education
- General Marketing -- Jefferson Forest, Liberty

Health
- Health Assistant -- Bedford Educational Center

Occupational Home Economics
- Child Care -- Bedford Educational Center
- Clothing Occupations -- Bedford Educational Center
- Food Occupations -- Bedford Educational Center

Trade and Industrial
- Bricklaying -- Bedford Educational Center
- Carpentry -- Bedford Educational Center
- Cosmetology -- Bedford Educational Center
- Drafting -- Bedford Educational Center
- Electricity -- Bedford Educational Center
- Electronics -- Bedford Educational Center
- General Maintenance Mechanics -- Bedford Educational Center

Bland County

Agriculture
Agriculture Production -- Bland, Rocky Gap

Business Education
Steno -- Bland
Clerical -- Bland, Rocky Gap

Trade and Industrial
I.C.T. -- Rocky Gap

Brunswick County

Agriculture
Agricultural Production -- Brunswick
Agriculture Science and Mechanics -- Brunswick, Brunswick Junior
Natural Resource Management -- Brunswick

Business Education
Steno -- Brunswick
Clerk-Typist (Block) -- Brunswick

Distributive Education
General Marketing -- Brunswick

Occupational Home Economics
Food Occupations -- Brunswick

Trade and Industrial
Auto Mechanics -- Brunswick
Bricklaying -- Brunswick
Carpentry -- Brunswick

Buchanan County

Business Education
Steno -- Winterwood, Hurley
Steno (Block) -- Grundy
Clerk-Typist (Block) -- Winterwood, Garden, Grundy, Council, Hurley

Distributive Education
General Marketing -- Garden, Grundy

Trade and Industrial
Auto Body -- Buchanan County Vocational School
Auto Mechanics -- Buchanan County Vocational School
Carpentry -- Buchanan County Vocational School
Commercial Sewing -- Buchanan County Vocational School
Cosmetology -- Buchanan County Vocational School
Drafting -- Buchanan County Vocational School
Electricity -- Buchanan County Vocational School

Electronics -- Buchanan County Vocational School
Machine Shop -- Buchanan County Vocational School
Masonry -- Buchanan County Vocational School
Plumbing -- Buchanan County Vocational School
Power Mechanics -- Buchanan County Vocational School
Printing -- Buchanan County Vocational School
Welding -- Buchanan County Vocational School

Buckingham County

Agriculture
Agriculture Science and Mechanics -- Buckingham Junior
Horticulture -- Buckingham
Natural Resource Management -- Buckingham
Agriculture Production -- Buckingham

Business Education
Steno (Block) -- Buckingham
Clerk-Typist (Block) -- Buckingham

Distributive Education
General Marketing -- Buckingham

Health
General Program -- Buckingham

Trade and Industrial
Auto Mechanics -- Buckingham
Building Trades -- Buckingham
Electronics -- Buckingham

Campbell County

Agriculture
Agricultural Production -- Rustburg, Campbell
Agriculture Science and Mechanics -- Rustburg, Rustburg Middle, Campbell
Exploratory Agriculture -- Rustburg Middle, Campbell
Horticulture -- Brookville
Natural Resource Management -- Campbell

Business Education
Business Simulation -- Educational Center
Steno -- Altavista
Steno (Block) -- Rustburg, Brookville
Clerk-Typist (Block) -- Altavista, Brookville

Distributive Education
General Marketing -- Rustburg

Health
Health and Nursing Assistant -- Cambell County Vocational Center

Occupational Home Economics
Child Care--Campbell County Vocational Center
Home Furnishings -- Campbell County Vocational Center

Trade and Industrial
I.C.T. -- Altavista, Brookville, Campbell
Air Conditioning and Refrigeration -- Campbell County Voc. Center
Auto Body Repair -- Campbell County Voc. Center
Auto Mechanics -- Campbell County Voc. Center
Building Trades -- Campbell County Voc. Center
Drafting -- Campbell County Voc. Center
Electricity -- Campbell County Voc. Center
Electronics -- Campbell County Voc. Center
Maintenance and Repair -- Campbell County Voc. Center
Masonry -- Campbell County Voc. Center
Printing -- Campbell Voc. Center

Caroline County

Agriculture
Agricultural Business -- Caroline
Agricultural Production -- Caroline
Agriculture Science and Mechanics -- Caroline, Caroline Middle
Exploratory Agriculture -- Caroline Middle
Natural Resource Management -- Caroline

Business Education
Steno (Block) -- Caroline
Clerical/Accounting -- Caroline

Occupational Home Economics
Clothing Occupations -- Caroline
Food Occupations -- Caroline

Trade and Industrial
Auto Mechanics -- Caroline
Barbering -- Caroline
Bricklaying -- Caroline
Building Trades -- Caroline
Cosmetology -- Caroline
Power Mechanics -- Caroline

Carroll County

Agriculture
Agricultural Production -- Carroll
Agricultural Science and Mechanics -- Hillsville Intermediate,
St. Paul Intermediate, Vaughan Intermediate, Woodlawn Inter.
Horticulture -- Carroll
Natural Resource Management -- Carroll
Disadvantaged -- Woodlawn Intermediate

Business Education
- Steno (Block) -- Carroll
- Clerk-Typist (Block) -- Carroll
- Clerical/Accounting -- Carroll

Distributive Education
- General Marketing -- Carroll

Health
- Nursing Assistant -- Carroll

Occupational Home Economics
- Food Occupations I -- Carroll
- Food Occupations II-- Carroll
- Clothing Occupations I and II -- Carroll

Trade and Industrial
- Auto Mechanics -- Carroll
- Bricklaying -- Carroll
- Carpentry/Cabinetmaking -- Carroll
- Cosmetology -- Carroll
- Drafting -- Carroll
- I.C.T. -- Carroll
- Industrial Maintenance Mechanics -- Carroll
- Printing -- Carroll

Charlotte County

Agriculture
- Agriculture Machinery Service -- Randolph-Henry
- Agriculture Production -- Randolph-Henry
- Agriculture Science and Mechanics -- Randolph-Henry, Central Jr.
- Natural Resource Management -- Randloph-Henry

Business Education
- Steno (Block) -- Randolph-Henry
- Clerk-Typist (Block) -- Randolph-Henry

Distributive Education
- General Marketing -- Randolph-Henry

Trade and Industrial
- Bricklaying -- Randolph-Henry
- Drafting -- Randolph-Henry
- Television Communications -- Randolph-Henry

Clarke County

Agriculture
- Agriculture Machinery Service -- Clarke
- Agricultural Production -- Clarke

Agriculture Science and Mechanics -- Clarke
Exploratory Agriculture -- Clarke

Business Education
Clerk-Typist (Block) -- Clarke

Distributive Education
General Marketing -- Clarke

Culpepper County

Agriculture
Agricultural Production -- Culpepper

Business Education
Steno (Block) -- Culpepper
Clerk-Typist (Block) -- Culpepper

Distributive Education
General Marketing -- Culpepper

Occupational Home Economics
Food Occupations -- Piedmont Technical Center

Trade and Industrial
Air Conditioning and Refriegeration -- Piedmont Technical Center
Auto Mechanics -- Piedmont Technical Center
Building Trades -- Piedmont Technical Center
Carpentry -- Piedmont Technical Center
Commercial Sewing -- Piedmont Technical Center
Cosmetology -- Piedmont Technical Center
Drafting -- Piedmont Technical Center
Electricity -- Piedmont Technical Center
Electronics -- Piedmont Technical Center
Machine Shop -- Piedmont Technical Center
Small Engine Repair -- Piedmont Technical Center
Welding -- Piedmont Technical Center

Cumberland County

Agriculture
Agriculture Machinery Service -- Cumberland
Agricultural Production-- Cumberland
Agriculture Science and Mechanics -- Cumberland

Business Education
Clerk-Typist (Block) -- Cumberland

Distributive Education
General Marketing -- Cumberland

Trade and Industrial
Bricklaying -- Cumberland
Building Trades -- Cumberland

Dickenson County

Agriculture
- Agricultural Business -- Clintwood High
- Agricultural Production -- Clintwood, Ervinton, Haysi
- Agriculture Science and Mechanics -- Haysi

Business Education
- Steno -- Ervinton
- Steno (Block) -- Clintwood
- Clerk-Typist (Block) -- Clintwood, Ervinton, Haysi

Distributive Education
- General Marketing--Clintwood

Health
- Nursing and Health Assistant -- Dickenson

Occupational Home Economics
- Food Occupations I -- Dickenson
- Food Occupations II -- Dickenson
- Clothing Occupations I, II -- Dickenson

Trade and Industrial
- Auto Body -- Dickenson
- Auto Mechanics -- Dickenson
- Beauty Salon Assistant -- Dickenson
- Building Trades -- Dickenson
- Carpentry -- Dickenson
- Cosmetology -- Dickenson
- Drafting -- Dickenson
- Electricity -- Dickenson
- Masonry -- Dickenson
- Power Mechanics -- Dickenson
- Welding -- Dickenson

Dinwiddie County

Agriculture
- Agriculture Machinery Service -- Dinwiddie
- Agricultural Production -- Dinwiddie
- Agriculture Science and Mechanics -- Dinwiddie
- Horticulture -- Dinwiddie

Business Education
- Steno (Block) -- Dinwiddie
- Clerk-Typist (Block) -- Dinwiddie
- Clerical/Accounting -- Dinwiddie
- Office Services -- Dinwiddie

Distributive Education
- General Marketing -- Dinwiddie

Occupational Home Economics
Clothing Occupations -- Dinwiddie
Food Occupations -- Dinwiddie

Trade and Industrial
Auto Mechanics -- Dinwiddie
Building Trades -- Dinwiddie

Essex County

Agriculture

Agricultural Production -- Essex
Agriculture Science and Mechanics -- Essex
Natural Resource Management -- Essex

Business Education
Clerk-Typist (Block) -- Essex

Distributive Education
General Marketing -- Essex

Occupational Home Economics
Clothing Occupations -- Essex
Food Occupations -- Essex

Trade and Industrial
Auto Mechanics -- Essex
Building Trades -- Essex
Cosmetology -- Essex

Fauquier County

Agriculture
Agriculture Machinery Service -- Fauquier Technical Center
Agricultural Production -- Fauquier Technical Center
Agriculture Science and Mechanics -- Taylor Junior, Warrenton Jr., Cedar-Lee Junior, Marshall Junior, Fauquier Tech. Center
Exploratory Agriculture -- Cedar-Lee Junior, Marshall Junior
Horticulture -- Fauquier Technical Center
Disadvantaged -- Taylor Junior

Business Education
Steno (Block) -- Fauquier Technical Center
Clerk-Typist (Block) -- Fauquier Technical Center
Data Processing -- Fauquier Technical Center

Distributive Education
General Marketing -- Fauquier Technical Center

Health
Nursing Assistant -- Fauquier Technical Center

Occupational Home Economics
- Food Occupations -- Fauquier Technical Center

Trade and Industrial
- Auto Body Repair -- Fauquier Technical Center
- Auto Mechanics -- Fauquier Technical Center
- Building Trades -- Fauquier Technical Center
- Cosmetology -- Fauquier Technical Center
- Drafting -- Fauquier Technical Center
- Electricity -- Fauquier Technical Center
- I.C.T. -- Fauquier Technical Center
- Masonry -- Fauquier Technical Center

Floyd County

Agriculture Education
- Agricultural Production -- Floyd
- Agriculture Science and Mechanics -- Floyd
- Disadvantaged -- Floyd

Business Education
- Steno (Block) -- Floyd
- Clerical/Accounting -- Floyd

Trade and Industrial
- Auto Mechanics -- Floyd
- Building Trades -- Floyd
- Industrial Maintenance Mechanics -- Floyd

Fulvanna County

Agriculture
- Agriculture Business -- Fluvanna
- Agriculture Production -- Fluvanna
- Agriculture Science and Mechanics -- Fluvanna

Business Education
- Steno -- Fluvanna
- Clerk-Typist (Block) -- Fluvanna
- Clerical/Accounting -- Fluvanna

Occupational Home Economics
- Clothing -- Fluvanna Junior

Trade and Industrial
- Auto Mechanics -- Fluvanna
- Bricklaying -- Fluvanna
- Carpentry/Cabinetmaking -- Fluvanna
- Drafting -- Fluvanna

Franklin County

Agriculture
- Agricultural Production -- Franklin
- Agriculture Science and Mechanics -- Franklin
- Natural Resources Management -- Franklin
- Disadvantaged -- Franklin

Business Education
- Steno (Block) -- Franklin
- Clerk-Typist (Block) -- Franklin
- Clerical/Accounting -- Franklin

Distributive Education
- General Marketing -- Franklin

Occupational Home Economics
- Food Occupations -- Franklin

Trade and Industrial
- Bricklaying -- Franklin
- Cosmetology -- Franklin
- Electricity -- Franklin
- I.C.T. -- Franklin
- Power Mechanics -- Franklin

Frederick County

Agriculture
- Agriculture Business -- Wood
- Agriculture Machinery -- Wood
- Agriculture Production -- Wood
- Agriculture Science and Mechanics -- Frederick County, Aylor Junior
- Exploratory Agriculture -- Aylor Junior
- Horticulture -- Wood
- Natural Resource Management -- Wood

Business Education
- Clerk-Typist Block) -- Wood

Distributive Education
- General Marketing -- Wood

Trade and Industrial
- Auto Mechanics -- Howard Vocational Center
- Bricklaying -- Howard Vocational Center
- Building Trades -- Howard Vocational Center
- Commercial Foods -- Howard Vocational Center
- Cosmetology -- Howard Vocational Center
- Drafting -- Howard Vocational Center
- Electricity -- Howard Vocational Center
- I.C.T. -- Howard Vocational Center
- Metal Trades -- Howard Vocational Center

Giles County

Agriculture
- Agricultural Production -- Narrows, Giles
- AGriculture Science and Mechanics -- Harrows, Giles

Business Education
- Steno (Block) -- Giles, Narrows
- Clerk-Typist (Block) -- Giles, Narrows

Health
- Health Assistant -- Giles County Vocational Center

Trade and Industrial
- Auto Body Repair -- Giles County Vocational Center
- Auto Mechanics -- Giles County Vocational Center
- Building Trades -- Giles County Vocational Center
- Cosmetology -- Giles County Vocational Center
- Drafting -- Giles County Vocational Center
- Electricity -- Giles County Vocational Center
- Machine Shop -- Giles County Vocational Center
- Welding -- Giles County Vocational Center

Gloucester County

Agriculture
- Agriculture Business -- Gloucester
- Agricultural Production -- Gloucester
- Agriculture Science and Mechanics -- Gloucester, Cloucester Interm.
- Exploratory Agriculture -- Gloucester Intermediate

Business Education
- Steno (Block) -- Gloucester
- Clerk-Typist (Block) -- Gloucester

Occupational Home Economics
- Clothing Occupations -- Gloucester
- Food Occupations -- Gloucester

Trade and Industrial
- Auto Mechanics -- Gloucester
- Building Trades -- Gloucester
- Cosmetology -- Gloucester
- Drafting -- Gloucester
- General Maintenance Mechanics -- Gloucester
- I.C.T. -- Gloucester
- Metals -- Gloucester

Grayson County

Agriculture
- Agricultural Production -- Grayson
- Agriculture Science and Mechanics -- Grayson
- Disadvantaged -- Grayson

Business Education
Clerk-Typist (Block) -- Grayson

Health
Nursing Assistant -- Grayson

Occupational Home Economics
Clothing Occupationa I, II -- Grayson
Food Occupations I, II -- Grayson

Trade and Industrial
Air Conditioning and Refrigeration -- Grayson
Auto Mechanics -- Grayson
Bricklaying -- Grayson
I.C.T. -- Grayson

Greene County

Agriculture
Agriculture Machinery Service -- Monroe
Agriculture Science and Machinery -- Monroe
Horticulture -- Monroe
Disadvantaged -- Monroe

Business Education
Steno -- Monroe
Clerk-Typist (Block) -- Monroe

Occupational Home Economics
Child Care -- Monroe
Clothing Occupations -- Monroe
Food Occupations -- Monroe

Trade and Industrial
Electricity -- Greene County Technical School
Industrial Maintenance Mechanics -- Greene County Technical School

Greensville County

Agriculture
Agriculture Machinery Service -- Greensville Vocational Center
Agricultural Production -- Greensville Vocational Center
Agriculture Science and Mechanics -- Greensville Junior
Natural Resource Management -- Greensville Vocational Center
Disadvantaged -- Greensville Junior

Business Education
Clerk-Typist (Block) -- Greensville County Vocational Center
Office Services -- Greensville County Vocational Center

Occupational Home Economics
- Occupational Home Economics Cluster I -- Greensville County Jr. High
- Occupational Home Economics Cluster I (Disadvantaged) -- Greensville County Jr. High
- Occupational Home Economics Cluster I, II -- Greensville County Jr. High

Trade and Industrial
- Bricklaying -- Greensville Voc-Tech Center
- Building Trades -- Greensville Voc-Tech Center
- Electricity -- Greensville Voc-Tech Center
- Drafting -- Greensville Voc-Tech Center
- I.C.T. -- Greensville Voc-Tech Center, Greensville County High
- General Maintenance Mechanics -- Greensville County Jr. High
- Printing -- Greensville County High
- Small Engine Repair -- Greensville County High

Halifax County

Agriculture
- Agricultural Production -- Halifax High
- Agriculture Science and Mechanics -- Halifax County Senior High, Halifax County Junior High
- Exploratory Agriculture -- Halifax County Jr. High
- Horticulture -- Halifax Senior High
- Handicapped -- Halifax County High

Business Education
- Steno -- Halifax High
- Clerical -- Halifax High

Distributive Education
- General Marketing -- Halifax High

Occupational Home Economics
- Clothing Occupations -- Halifax County Senior High
- Occupational Home Economics (Handicapped) -- Halifax County Senior H gh

Trade and Industrial
- Drafting -- Halifax County Senior High
- I.C.T. -- Halifax County Senior High

Henry County

Agriculture Education
- Agricultural Production -- Laurel Park High, Mason High
- Agricultural Science and Mechanics -- Laurel Park High, Carver High, Mason High
- Horticulture -- Laurel Park High
- National Resource Management -- Carver High

Business Education
- Steno -- Carver, Mason, Fieldale-Collinsville

Steno (Block) -- Bassett
Clerk-Typist (Block) -- Bassett, Laurel Park
Clerical -- Carver, Mason, Fieldale-Collinsville
Data Processing -- Bassett

Distributive Education
General Marketing -- Mason, Fieldale-Collinsville, Carver, Bassett
Laurel Park

Occupational Home Economics
Clothing Occupations -- Laurel Park High
Food Occupations -- Laurel Park High

Trade and Industrial
Air Conditioning and Refrigeration -- Bassett
Bricklaying -- Bassett
Building Trades -- Bassett
Cosmetology -- Bassett
I.C.T. -- Bassett, Fieldale-Collinsville
Printing -- Bassett
Auto Mechancis -- Fieldale-Collinsville
binetmaking (2) -- Fieldale-Collinsville
afting -- Fieldale-Collinsville
Electronics -- Fieldale-Collinsville
Metal Trades -- Fieldale-Collinsville

Highland County

Agriculture
Agriculture Machinery Service -- Highland County High
Agricultural Production -- Highland County High
Agriculture Science and Mechanics -- Highland County High (2)

Business Education
Clerk-Typist (Block) -- Highland County High

King George County

Agriculture Education
Agricultural Production -- King George High
Agriculture Science and Mechanics -- King George High
Natural Resource Management -- King George High

Business Education
Steno (Block) -- King George High
Clerk-Typist (Block) -- King George High

Occupational Home Economics
Child Care Occupations -- King George High

King and Queen County

Agriculture Education
Agriculture Machinery Service -- Central High
Agriculture Science and Mechanics -- Central High

Business Education
Clerk-Typist (Block) -- Central High

Occupational Home Economics
Clothing Occupations -- Central High
Food and Clothing Occupations -- Central High

Trade and Industrial
Bricklaying -- Central High

King William County

Agriculture Education
Agriculture Machinery Service -- King William High
Agriculture Science and Mechanics -- King William High (2)
Natural Resource Management -- King William High

Business Education
Steno -- King William High
Clerk-Typist (Block) -- King William High

Occupational Home Economics
Clothing Occupations - King William High
Food and Clothing Occupations -- King William High

Trade and Industrial
Building Trades -- King William High
Power Mechancis -- King William HIgh

Lancaster County

Agriculture Education
Agriculture Production -- Lancaster High (3)
Agriculture Science and Mechanics -- Lancaster High (2)
Horticulture -- Lancaster High
Natural Resource Management -- Lancaster High

Business Education
Clerk-Typist (Block) -- Lancaster High

Health Education
Health Assistant -- Lancaster High

Lee County

Agriculture Education
Agriculture Machinery Service -- Lee County Vocational School
Agricultural Production -- Dryden High, Flatwoods High, Jonesville High, Pennington High (2), Walker High
Agricultural Science and Mechanics -- Pennington High
Disadvantaged -- Pennington High

Business Education
Data Processing -- Lee County Vocational School

Distributive Education
General Marketing -- Dryden High, Jonesville High, Pennington High

Occupational Home Economics
Child Care Occupations I, II -- Lee County Vocational School

Trade and Industrial
Auto Body Repair -- Lee County Vocational School
Auto Mechanics -- Lee County Vocational School
Beauty Salon Assistant -- Lee County Voc. School
Bricklaying -- Lee County Voc. School
Carpentry -- Lee County Voc. School
Drafting -- Lee County Voc. School
Electricity -- Lee County Voc. School
Plumbing -- Lee County Voc. School
Small Engine Repair -- Lee County Voc. School
Welding -- Lee County Voc. School

Loudoun County

Agriculture
Agriculture Machinery Service -- Loudoun County High, Loudoun Valley High
Agriculture Production -- Loudoun Valley High
Agriculture Science and Mechanics -- Loudoun County High, Loudoun Vabley High
Horticulture -- Monroe Voc-Tech

Business Education
Steno -- Park View, Loudoun County, Loudoun Valley, Broad Run
Clerical -- Park View, Loudoun County, Loudoun Valley, Broad Run
Bookkeeping -- Park View, Loudoun Valley, Broad Run
Data Processing Center -- Monroe Voc-Tech Center

Distributive Education
General Marketing -- Broad Run, Loudoun County, Loudoun Valley, Park View

Occupational Home Economics
Food Occupations -- Monroe Voc-Tech Center

Trade and Industrial
Air Conditioning and Refrigeration -- Monroe Voc-Tech Center
Auto Body -- Monroe Voc-Tech Center
Auto Mechanics -- Monroe Voc-Tech Center
Bricklaying -- Monroe Voc-Tech Center
Carpentry/Cabinetmaking (2) -- Monroe Voc-Tech Center
Cosmetology (2) -- Monroe Voc-Tech Center
Drafting -- Monroe Voc-Tech Center
Electricity -- Monroe Voc-Tech Center
Electronics -- Monroe Voc-Tech Center
Metal Trades -- Monroe Voc-Tech Center
Printing -- Monroe Voc-Tech Center

Louisa County

Agriculture
- Agricultural Production -- Louisa Occupational Center
- Agricultural Science and Mechanics -- Louisa, Louisa Occupational Center
- Horticulture -- Louisa Occupational Center
- Natural Resource Mangement -- Louisa Occupational Center

BUsiness Education
- Steno (Block) -- Louisa County
- Clerk Typist -- Louisa County
- Clerical/Accounting (Block) -- Louisa County

Distributive Education
- General Marketing -- Louisa County

Health Education
- Health Assistant -- Louisa County

Occupational Home Economics
- Clothing Occupations -- Louisa Occupations Center
- Food Occupations -- Louisa Occupations Center

Trade and Industrial
- Auto Mechanics -- Louisa County
- Carpentry -- Louisa County
- Drafting -- Louisa County
- Electricity -- Louisa County
- Upholstery -- Louisa County

Lunenburg County

Agriculture
- Agriculture Science and Mechanics -- Lunenburg
- Exploratory Agriculture -- Lunenburg
- Agricultural Production -- Central of Lunenburg

Business Education
- Steno (Block) -- Central of Lunenburg
- Clerk-Typist (Block) -- Central of Lunenburg

Distributive Education
- General Marketing -- Central of Lunenburg

Trade and Industrial
- Building Trades -- Central of Lunenburg
- Drafting -- Central of Lunenburg

Madison County

Agriculture
Agricultural Production -- Madison
Agriculture Science and Mechanics -- Madison
Horticulture -- Madison
Disadvantaged -- Madison

Business Education
Steno -- Madison
Clerical -- Madison

Distributive Education
General Marketing -- Madison

Mathews County

Business Education
Clerical -- Mathews

Trade and Industrial
Auto Mechanics -- Mathews
Bricklaying -- Mathews
Building Trades -- Mathews
Drafting -- Mathews

Mecklenburg County

Agriculture
Agricultural Production -- Bluestone, Park View
Agriculture Science and Mechanics -- Bluestone, Park View,
Natural Resource Mangement -- Bluestone, Park View
Handicapped -- Bluestone, Park View

Business Education
Steno (Block) -- Bluestone, Park View
Clerical -- Bluestone, Park View
Clerical/Accounting (block) -- Bluestone, Park View

Distributive Education
General Marketing -- Bluestone, Park View

Occupational Home Economics
Occupational Home Economics for Handicapped -- Bluestone, Park View

Trade and Industrial
Air Conditioning and Refrigeration -- Bluestone, Park View
Auto Mechanics -- Bluestone, Park View
Bricklaying -- Bluestone, Park View
Building Trades -- Park View, Bluestone
Electronics -- Park View, Bluestone

Middlesex County

Agriculture
Agriculture Science and Mechanics -- Middlesex High

Business Education
Clerical -- Middlesex

Health Education
Health Assistant -- Middlesex

Occupational Home Economics
Food Occupations -- Middlesex

Trade and Industrial
Building Trades -- Middlesex
I.C.T. -- Middlesex

Montgomery County

Agriculture
Agriculture Business -- Shawsville
Agriculture Machinery Service -- Christiansburg, Blacksburg,
Agricultural Production -- Auburn
Agriculture Science and Mechanics -- Blacksburg, Christiansburg, Auburn, Shawsville, Christiansburg Jr., Blacksburg Middle
Exploratory Agriculture -- Blacksburg Middle, Christiansburg Middle, Auburn, Shawsville
Horticulture -- Christiansburg, Blacksburg
Natural Resource Mangement -- Christiansburg, Blacksburg
Disadvantaged -- Blacksburg Middle, Christiansburg Middle, Auburn, Shawsville

Business Education
Steno (Block) -- Blacksburg, Christiansburg
Clerk Typist (Block) -- Shawsville, Auburn, Blacksburg, Christiansburg
Data Processing -- Blacksburg

Distributive Education
General Marketing -- Blacksburg, Christiansburg

Health Education
Health Assistant -- Blacksburg, Christiansburg

Occupational Home Economics
Child Care Occupations -- Blacksburg
Food Occupations -- Blacksburg

Trade and Industrial
Auto Mechanics -- Blacksburg, Christiansburg
Building Trades -- Blacksburg, Christiansburg
Cosmetology -- Blacksburg, Christiansburg
Drafting -- Blacksburg, Christiansburg

Electronics -- Blacksburg
Electricity -- Christiansburg
Machine Shop -- Christiansburg

Nelson County

Agriculture
Agricultural Production -- Nelson
Agriculture Science and Mechanics -- Nelson, Nelson Jr.
Horticulture -- Nelson
Natural Resources Management -- Nelson

Business Education
Steno (Block) -- Nelson
Clerk-Typist (Block) -- Nelson
Clerical/Accounting (Block) -- Nelson

Health Education
Nursing Assistant -- Nelson

occupational Home Economics
Clothing Occupations -- Nelson
Home Furnishings -- Nelson

Trade and Industrial
Auto Mechanics -- Nelson
Building Trades -- Nelson
Cosmetology -- Nelson

Northhampton County

Agriculture
Agriculture Machinery Service -- Northhampton
Agriculture Science and Mechanics -- Northhampton
Disadvantaged -- Northhampton

Business Education
Steno (Block) -- Northhampton
Clerk Typist (Block) -- Northhampton

Distributive Education
General Marketing -- Northhampton

Occupational Home Economics
Clothing Occupations -- Northhampton
Food Occupations -- Northhampton

Trade and Industrial
Building Trades -- Northhampton
Drafting -- Northhampton
Power Mechanics -- Northhampton

Northumberland County

Agriculture
Agricultural Production -- Northumberland Jr.
Agriculture Science and Mechanics -- Northumberland Jr

Business Education
Steno (Block) -- Northumberland
Clerk-Typist (Block) -- Northumberland

Health Education
Health Assistant -- Northumberland

Occupational Home Economics
Food Occupations -- Northumberland

Trade and Industrial
Bricklaying -- Northumberland
Carpentry -- Northumberland
Power Mechanics -- Northumberland

Orange County

Agriculture
Agriculture Business -- Orange
Agriculture Science and Mechanics -- Orange
Horticulture -- Orange

Business Education
Steno (Block) -- Orange
Clerk-Typist (Block) -- Orange

Health Education
Health Assistant -- Orange

Trade and Industrial
I.C.T. -- Orange

Nottoway County

Agriculture
Agriculture Business -- Nottoway
Agricultural Production -- Nottoway
Agriculture Science and Mechanics -- Blackstone Jr., Crewe Jr., Nottoway
Disadvantaged -- Blackstone Jr.

Business Education
Steno (Block) -- Nottoway
Clerk-Typist (Block) -- Nottoway

Distributive Education
General Marketing -- Nottoway

Page County

Agriculture
Agriculture Machinery Service -- Luray
Agriculture Production -- Luray, PageCounty
Agriculture Science and Mechanics -- Luray, Page County
Natural Resource Mangement -- Page County, Luray
Disadvantage d-- Page County

Business Education
Steno (Block) -- Page
Clerk-Typist (Block) -- Luray
Clerical -- Page

Distributive Education
General Marketing -- Page County, Luray

Trade and Industrial
I.C.T. -- Page County, Luray

Patrick County

Agriculture
Agriculture Business -- Patrick
Agricultural Production -- Patrick
Agriculture Science and Mechanics -- Patrick

Business Education
Steno (Block) -- Patrick
Clerk-Typist (Block) -- Patrick
Clerical/Accounting (Block) -- Patrick

Distributive Education
General Marketing -- Patrick

Occupational Home Economics
Clothing Occupations -- Patrick

Trade and Industrial
Auto Mechanics -- Patrick
Building Trades -- Patrick
Cosemtoloty -- Patrick
Electronics -- Patrick

Pittsylvania County

Agriculture
Agriculture Business - Tunstall, Dan River, Chatham
Agriculture Machinery Service -- Chatham
Agricultural Production -- Turnstall, Gretna, Dan River, Chatham
Agriculture Science and Mechanics -- Turnstall, Gretna, Gretna Jr., Chatham, Dan River, Blairs Jr.
Horticulture -- Vocational Center

Business Education
Steno (Block) -- Dan River, Gretna, Chatham
Clerk-Typist (Block) -- Dan River, Gretna, Chatham, Turnstall

Distributive Education
General Marketing -- Gretna, Chatham, Dan River, Turnstall

Occupational Home Economics
Food Occupations -- Dan River

Trade and Industrial
I.C.T. -- Turnstall

Prince Edward County

Agriculture
Agricultural Production -- Price Edward
Agriculture Science and Mechanics -- Price Edward
Horticulture -- Prince Edward
Natural Resource Management -- Prince Edward

Business Education
Steno (Block) -- Prince Edward
Clerk-Typist (Block) -- Prince Edward

Distributive Education
General Marketing -- Prince Edward

Health Education
Nursing Assistant -- Prince Edward

Occupational Home Economics
Clothing Occupations -- Prince Edward
Food Occupations -- Prince Edward
Home Furnishings -- Prince Edwards

Trade and Industrial
Building Trades -- Prince Edward
Power Mechanics -- Prince Edward

Prince George County

Agriculture
Agriculture Machinery Service -- Prince George
Agricultural Production -- Prince George
Agriculture Science and Mechanics -- Moore Jr.

Business Education
Steno (Block) -- Prince George
Clerk-Typist (Block) -- Prince George
Office Services -- Prince George

Distributive Education
General Marketing -- Prince George

Occupational Home Economics
Occupational Home Economics for Handicapped -- Prince George

Trade and Industrial
Air Conditioning and Refrigeration -- Rowanty
Auto Body -- Rowanty
Auto Mechanics -- Rowanty
Bricklaying -- Rowanty
Carpentry -- Rowanty
Cosmotology---Rowanty
Electricity -- Rowanty
Electronics -- Rowanty
Metal Trades -- Rowanty

Pulaski County

Agriculture
Agricultural Production -- Pulaski
Agriculture Science and Mechanics -- Pulaski
Horticulture -- Pulaski

Business Education
Steno (Block) -- Pulaski
Clerk-Typist (Block) -- Pulaski
Clerical/Accounting -- Pulaski

Distributive Education
General Marketing -- Pulaski

Health Education
Health Exploration -- Pulaski

Occupational Home Economics
Child Care Occupations -- Pulaski
Food Occupations - - Pulaski

Trade and Industrial
Auto Body -- Pulaski
Auto Mechanics -- Pulaski
Building Trades -- Pulaski
Cosmetology -- Pulaski
Drafting -- Pulaski
Electricity -- Pulaski
Electronics -- Pulaski
I.C.T. -- Pulaski
Industrial Maintenance Mechanics -- Pulaski
Printing -- Pulaski

Richmond County

Agriculture
- Agriculture Business -- Rappahannock
- Agriculture Science and Mechanics-- Rappahannock, Richmond County Intermediate
- Exploratory Agriculture -- Rappahannock
- Horticulture -- Rappahannock
- Disadvantaged -- Rappahannock, Richmond County Intermediate

Business Education
- Steno -- Rappahannock
- Clerical -- Rappahannock

Distibutive Education
- General Marketing -- Rappahannock

Trade and Industrial
- Auto Mechanics -- Rappahannock

Rockbridge County

Agriculture
- Agriculture Machinery Service -- Kay Vo-Tech
- Agricultural Production -- Rockbridge County
- Agriculture Science and Mechanics -- Rockbridge County

Business Education
- Steno (Block) -- Natural Bridge
- Clert Typist (Block) -- Natural Bridge, Rockbridge

Distributive Education
- General Marketing -- Natural Bridge

Occupational Home Economics
- Catering Specialist (SIP) -- Rockbridge

Trade and Industrial
- Auto Body Repair -- Kay Vocational Center
- Building Trades -- Kay Vocational Center
- Drafting -- Kay Vocational Center
- Electronics -- Kay Vocational Center
- Power Mechanics -- Kay Vocational Center

Rockingham County

Agriculture
- Agriculture Business -- Broadway, Elkton, Montevideo, Ashby
- Agriculture Machinery Service -- Broadway
- Agricultural Production -- Broadway, Elkton, Montevideo, Ashby
- Agriculture Science and Mechanics -- Broadway, Elkton, Myers Intermediate, Wayland Intermediate
- Exploratory Agriculture -- Elkton, Myers Intermediate, Wayland Intermediate, Montevideo Intermediate

Business Education
Steno -- Montevideo, Broadway, Elkton
Steno (Block) -- Ashby
Clerk Typist (Block) -- Montvideo, Broadway, Ashby, Elkton

Distributive Education
General Marketing -- Broadway, Elkton, Ashby

Occupational Home Economics
Food Occupations -- Massanutten Voc-Tech Center

Trade and Industrial
I.C.T. -- Broadway, Montevideo, Ashby
Auto Mechanics -- Massanutten Vocational-Technical Center
Bricklaying -- Massanutten Voc-Tech Center
Carpentry/Cabinet Making -- Massanutten Voc-Tech Center
Commercial Sewing -- Massanutten Voc-Tech Center
Cosmetology (2) -- Massanutten Voc-Tech Center
Drafting -- Massanutten Voc-Tech Center
Electricity -- Massanutten Voc-Tech Center
Electronics -- Massanutten Voc-Tech Center
Machine Shop -- Massanutten Voc-Tech Center
Plumbing and Pipefitting -- Massanutten Voc-Tech Center

Russell County

Agriculture
Agricultural Production -- Honaker, Lebanon
Agriculture Science and Mechanics -- Honaker, Lebanon
Natural Resource Management -- Castlewood
Disadvantaged -- Honaker

Business Education
Steno -- Castlewood
Steno (Block) -- Lebanon
Clerk Typist (Block) -- Lebanon, Castlewood, Honaker

Distributive Education
General Marketing -- Gate City

Occupational Home Economics
Child Care Occupations I & II -- Scott County Vocational Center

Trade and Industrial
Auto Body -- Scott County Vocational Center
Auto Mechanics -- Scott County Voc. Center
Carpentry -- Scott County Voc. Center
Cosmetology -- Scott County Voc. Center
Electricity -- Scott County Voc. Center
Electronics -- Scott County Voc. Center
Machine Shop -- Scott County Voc. Center
Masonry -- Scott County Voc. Center
Printing -- Scott County Voc. Center
Welding -- Scott County Voc. Center

Shenandoah County

Agriculture
- Agriculture Business -- Central, Stonewall Jackson, Strasburg
- Agricultural Production -- Central Stonewall Jackson, Strasburg
- Agriculture Science and Mechanics -- Central Stonewall Jackson Strasburg
- Natural Resource Management -- Strasburg

Business Education
- Steno (Block) -- Triplett Business and Technical Center
- Clerical -- Triplett Business and Technical Center
- Data Processing Center -- Triplett Business and Technical Center

Health Education
- Health Assistant -- Triplett Business and Technical Center

Trade and Industrial
- I.C.T. -- Central, Strasburg
- Air Conditioning and Refrigeration -- Triplett Business and Technical Center
- Auto Body Repair -- Triplett Business and Technical Center
- Auto Mechanics -- Triplett Business and Technical Center
- Bricklaying -- Triplett Business and Technical Center
- Carpentry -- Triplett Business and Technical Center
- Commercial Foods -- Triplett Business and Technical Center
- Cosmetology -- Triplett Business and Technical Center
- Electricity -- Triplett Business and Technical Center
- Electronics -- Triplett Business and Technical Center

Smith County

Agriculture
- Agriculture Machinery Service -- Chilhowie, Marion, Rich Valley
- Agricultural Production -- Chilhowie, Marion, Rich Valley
- Agriculture Science and Mechanics -- Sugar Grove
- Horticulture -- Chilhowie, Marion
- Natural Resource Management -- Chilhowie

Business Education
- Steno -- Worthy
- Steno (Block) -- Marion
- Clerk Typist (Block) -- Rich Valley, Worthy, Chilhowie, Marion

Distributive Education
- General Marketing -- Marion, Worthy

Health Education
- Nursing Assistant -- Smyth County Vocational School

Occupational Home Economics
- Clothing Occupations I -- Smyth Co. Vocational School
- Food Occupations I -- Smyth Co. Vocational School

Trade and Industrial
- Auto Body -- Smyth Co. Vocational School
- Auto Mechanics -- Smyth Co. Vocational School
- Bricklaying -- Smyth Co. Vocational School
- Cosmetology -- Smyth Co. Vocational School
- Drafting -- Smyth Co. Vocational School
- Electricity -- Smyth Co. Vocational School
- Industrial Maintenance Mechanics -- Smyth Co. Vocational School
- Plumbing/Carpentry & Cabinetmaking -- Smyth Co. Vocational School
- Printing -- Smyth Co. Vocational School
- Welding -- Smyth Co. Vocational School
- Building Trades -- Worthy

Spotsylvania County

Agriculture
- Agricultural Production -- Spotsylvania
- Agriculture Science and Mechanics -- Spotsylvania
- Horticulture -- Spotsylvania

Business Education
- Steno (Block) -- Spotsylvania
- Clerk Typist (Block) -- Spotsylvania
- Office Clerk -- Spotsylvania

Distributive Education
- General Marketing -- Spotsylvania

Occupational Home Economics
- Food Occupations -- Spotsylvania

Trade and Industrial
- Bricklaying -- Spotsylvania
- Cosmetology -- Spotsylvania
- Drafting -- Spotsylvania
- Electricity -- Spotsylvania
- I.C.T. -- Spotsylvania
- Power Mechanics -- Spotsylvania

Stafford County

Agriculture
- Agriculture Business -- Stafford County
- Agriculture Science and Mechanics -- Stafford County
- Natural Resource Management -- Stafford County

Business Education
- Steno (Block) -- Stafford County
- Clerk Typist (Block) -- Stafford County
- Office Services -- Stafford County

Distributive Education
- General Marketing - Stafford County

Health Education
- Health Assistant -- Stafford Vocational Annex

Occupational Home Economics
- Child Care Occupations -- Stafford
- Food Occupations -- Stafford
- Occupational Exploration -- Stafford Vocational Annex

Trade and Industrial
- Auto Mechanics -- Stafford
- Bricklaying -- Stafford
- Building Trades -- Stafford
- Cosmetology -- Stafford
- Drafting -- Stafford
- Electricity -- Stafford
- I.C.T. -- Stafford

Surry County

Business Education
Clerk-Typist (Block) -- Surry County

Occupational Home Economics
Child Care Occupations -- Surry County
Food Occupations -- Surry County

Trade and Industrial
Auto Mechanics -- Surry County
Bricklaying -- Surry County
Building Trades -- Surry County

Sussex County

Agriculture
Agriculture Machinery Service -- Centrol, Rowanty Voc-Tech Center
Agriculture Science and Mechanics -- Central, Stony Creek, Waverly
Horticulture -- Rowanty Voc-Tech

Business Education
Clerk-Typist (Block) -- Central

Tazewell County

Agriculture
Agricultural Production -- Tazewell
Agriculture Science and Mechanics -- Graham, Richlands
Horticulture -- Graham
Natural Resource Management -- Graham, Richlands

Business Education
Steno -- Pocahontas
Steno (Block) -- Richlands, Tazewell, Graham
Clerk-Typist (Block) -- Richlands, Tazewell, Graham
Clerical -- Pocahontas
Data Processing Center -- Tazewell County Vocational Center

Distributive Education
General Marketing -- Tazewell, Richlands, Graham

Trade and Industrial
I.C.T. -- Richlands
Air Conditioning and Refrigeration -- Tazewell County Voc Center
Auto Body Repair -- Tazewell County Voc Center
Auto Mechanics -- Tazewell County Voc. Center
Bricklaying -- Tazewell County Voc. Center
Building Trades -- Tazewell County Voc. Center
Carpentry -- Tazewell County Voc. Center
Commerical Sewing -- Tazewell County Voc. Center

Cosmetology -- Tazewell County Voc. Center
Electricity -- Tazewell County Voc. Center
Electronics -- Tazewell County Voc. Center
General Maintenance Mechanics -- Tazewell County Voc. Center
Machine Shop -- Tazewell County Voc. Center
Mine Machinery Repair -- Tazewell County Voc. Center
Power Mechanics -- Tazewell County Voc. Center
Welding -- Tazewell County Voc. Center

Warren County

Business Education
Steno (Block) -- Warren County
Clerk-Typist (Block) -- Warren County

Distributive Education
General Marketing -- Warren County

Health Education
General Program -- Warren County

Occupational Home Economics
Child Care Occupations -- Warren County Voc.
Food Occupations -- Warren County Voc.

Trade and Industrial
Auto Mechanics -- Warren County
Building Trades -- Warren County
Electricity -- Warren County
I.C.T. -- Warren County

Washington County

Agriculture
Agricultural Production -- Abingdon, Holston, Battle, Henry
Agriculture Science and Mechanics -- Battle
Horticulture -- Abingdon, Holston, Battle, Henry

Business Education
Steno (Block) -- Abingdon, Battle
Clerk-Typist (Block) -- Abindgon, Battle, Henry
Clerk Typist -- Washington County Technical School

Distributive Education
General Marketing -- Abingdon, Battle, Henry

Health Education
Nursing Assistant -- Washington County Voc-Tech

Occupational Home Economics
Clothing Occupations I & II -- Neff Vocational Center

Trade and Industrial
- Appliance Repair/Power Mechanics -- Neff Voc. Center
- Auto Body Repair -- Neff Voc. Center
- Auto Mechanics -- Neff Voc. Center
- Bricklaying -- Neff Voc. Center
- Carpentry -- Neff Voc. Center
- Cosmetology -- Neff Voc. Center
- Drafting -- Neff Voc. Center
- Electricity -- Neff Voc. Center
- Electronics -- Neff Voc. Center
- Plumbing -- Neff Voc. Center
- Printing -- Neff Voc. Center
- Welding -- Neff Voc. Center

Westmoreland County

Agriculture
- Agriculture Science and Mechanics -- Washington & Lee
- Horticulture -- Washington & Lee

Business Education
- Steno (Block) -- Washington & Lee
- Clerk-Typist (Block) -- Washington & Lee
- Clerical/Accounting --Washington & Lee

Distributive Education
- General Marketing -- Washington & Lee

Trade and Industrial
- Bricklaying -- Washington & Lee
- Building Trades -- Washington & Lee
- Carpentry/Cabinetmaking -- Washington & Lee

Wise County

Business Education
- Steno -- Pound
- Steno (Block) -- Coeburn, Kelly, Powell Valley
- Clerk-Typist (Block) -- Pound, Coeburn, Appalachia, St. Paul, Kelly, Powell Valley

Distributive Education
- General Marketing -- Appalachia, Coeburn, Kelly, Pound, Powell Valley, St. Paul

Occupational Home Economics
- Clothing Occupations (Disadvantaged) -- Wise County Voc. Center
- Food Occupations -- Wise County Voc. Center

Trade and Industrial
- Air Conditioning & Refrigeration -- Wise County Voc. Center
- Auto Body Repair -- Wise County Voc. Center
- Auto Mechanics -- Wise County Voc. Center

Carpentry -- Wise County Voc. Center
Cosmetoloty -- Wise County Voc. Center
Drafting -- Wise County Voc. Center
Electricity -- Wise County Voc. Center
Electronics -- Wise County Voc. Center
Machine Shop -- Wise County Voc. Center
Mine Machinery Repair -- Wise County Voc. Center
Welding -- Wise County Voc. Center

Wythe County

Agriculture
Agricultural Production -- Ft. Chiswell, Wythe, Rural Retreat
Agriculture Science and Mechanics -- Rural Retreat
Horticulture -- Wythe County Voc.
Natural Resource Management -- Ft. Chiswell
Disadvantaged -- Wythe, Rural Retreat, Ft. Chiswell

Business Education
Clerk Typist -- Wythe County Voc. Center
Steno -- Wythe County Voc. Center

Distributive Education
General Marketing -- Wythe, Ft. Chiswell, Rural Retreat

Trade and Industrial
Bricklaying -- Wythe County Vocational Center
Auto Mechanics -- Wythe County Vocational Center
Carpentry -- Wythe County Vocational Center
Cosmetology -- Wythe County Vocational Center
Drafting -- Wythe County Vocational Center
Electricity -- Wythe County Vocational Center
Electronics -- Wythe County Vocational Center
I.W.E. -- Wythe County Vocational Center
Machine Shop -- Wythe County Vocational Center

PRIME SPONSOR X -- BALANCE OF STATE BY CITIES

Bristol City

Business Education
- Steno (Block) -- Virginia High
- Clerk-Typist (Block) -- Virginia High
- Clerical/Accounting -- Virginia High

Distributive Education
- General Marketing -- Virginia High

Health Education
- Health Assistant -- Virginia High

Trade and Industrial
- Auto Mechanics -- VA High Voc
- Building Trades -- VA High
- Cosmetology -- VA High
- Drafting -- VA High
- Electricity -- VA High
- I.C.T. -- VA High
- Printing -- VA High
- Welding -- VA High

Bueno Vista City

Business Education
- Clerk-Typist (Block) -- McCluer

Charlottesville City

Business Education
- Steno (Block) -- Charlottesville
- Clerk-Typist (Block) -- Charlottesville
- Office Services -- Charlottesville

Distributive Education
- General Marketing -- Charlottesville

Colonial Heights City

Business Education
- Steno (Block) -- Colonial Heights
- Clerk-Typist (Block) -- Colonial Heights

Distributive Education
- General Marketing -- Colonial Heights

Trade and Industrial
- Electronics -- Colonial Heights
- General Maintenance Mechanics -- Colonial Heights
- I.C.T. -- Colonial Heights

Danville City

Business Education
- Steno (Block) -- Washington
- Clerk-Typist (Block) -- Washington
- Clerical/Accounting -- Washington

Distributive Education
- General Marketing -- Washington

Health Education
- Medical Assistant -- Washington

Occupational Home Economics
- Clothing Occupations -- Washington
- Food Occupations -- Washington

Trade and Industrial
- Auto Body -- Washington
- Auto Mechanics --Washington
- Building Trades -- Washington
- Cosmetology --Washington
- Drafting -- Washington
- Electronics -- Washington
- I.C.T. -- Washington
- Industrial Maintenance Mechanics -- Washington

Falls Church

Business Education
- Steno (Subject) -- Mason
- Clerk Typist (Block) -- Mason
- Data Processing -- Mason

Trade and Industrial
- Drafting -- Mason
- Electronics -- Mason
- Printing -- Mason

Fredericksburg

Business Education
- Steno -- Monroe
- Clerk-Typist (Block) -- Monroe

Distributive Education
- General Marketing -- Monroe

Occupational Home Economics
- Food Occupations -- Monroe

Trade and Industrial
I.C.T. -- Monroe
Welding -- Monroe

Galax City

Agriculture
Agricultural Production -- Galax
Natural Resource Management -- Galax

Business Education
Steno (Block) -- Galax
Clerk-Typist (Block)--Galax

Trade and Industrial
Auto Mechanics -- Galax
Building Trades -- Galax
Commercial Art -- Galax
Cosmetology -- Galax
Drafting -- Galax
Electronics -- Galax
I.C.T. -- Galax

Harrisonburg

Business Education
Clerk-Typist (Block) -- Harrisonburg

Distributive Education
General Marketing -- Harrisonburg

Hopewell

Business Education
Steno (Block) -- Hopewell
Clerk-Typist (Block) -- Hopewell
Data Processing -- Hopewell
Office Services -- Hopewell

Distributive Education
General Marketing -- Hopewell

Health Education
Health and Medical Assistant -- Hopewell Occupational Center, Hopewell

Occupational Home Economics
Clothing Occupations -- Hopewell, Hopewell Occupational Center
Food Occupations -- Hopewell Occupational Center

Trade and Industrial
Auto Mechanics -- Hopewell
Electricity -- Hopewell

Electronics -- Hopewell
I.C.T. -- Hopewell
Machine Shop -- Hopewell
Printing -- Hopewell

Lexington

Agriculture
Agricultural Production -- Lexington

Business Education
Steno (Block) -- Lexington
Clerk-Typist (Block) -- Lexington

Distributive Education
General Marketing -- Lexington

Occupational Home Economics
Food Occupations -- Lexington

Lynchburg

Business Education
Steno (Block) -- Glass, Heritage
Clerk Typist (Block) -- Glass, Heritage
Clerical/Accounting -- Glass, Heritage
Office Services -- Glass, Heritage

Distributive Education
General Marketing -- Glass, Heritage

Occupational Home Economics
Child Care -- Glass

Trade and Industrial
Auto Mechanics -- Glass
Auto Body Repair -- Heritage
Bricklaying -- Glass
Building Trades -- Heritage
Carpentry/Cabinetmaking -- Glass
Commercial Sewing -- Glass
Drafting -- Glass
Air Conditioning, Heating, and Ventilation -- Heritage
Electricity -- Glass
I.C.T. -- Glass, Heritage
Machine Shop -- Glass
Printing -- Glass
Small Engine Repair -- Glass

Manassas City

Business Education
- Steno (Block) -- Osbourn
- Clerk-Typist (Block) -- Osbourn
- Clerical/Accounting -- Osbourn

Distributive Education
- General Marketing -- Osbourn

Trade and Industrial
- Electronics -- Osbourn
- Printing -- Osbourn

Manassas Park

Distributive Education
- General Marketing -- Manassas Park

Occupational Home Economics
- Food Occupations -- Manassas Park

Trade and Industrial
- Auto Body Repair -- Manassas Park Vocational Center
- Auto Mechanics -- Manassas Park Vocational Center
- Building Trades -- Manassas Park Vocational Center
- Cosmetoloty -- Manassas Park Vocational Center
- Drafting -- Manassas Park Vocational Center
- I.C.T. -- Manassas Park Vocational Center

Martinsville

Business Education
- Steno (Block) -- Martinsville
- Clerk-Typist (Block) -- Martinsville
- Office Services -- Martinsville

Distributive Education
- General Marketing -- Martinsville

Occupational Home Economics
- Clothing -- Martinsville

Trade and Industrial
- Auto Body Repair -- Martinsville
- Auto Mechanics -- Martinsville
- Building Trades -- Martinsville
- Cabinetmaking -- Martinsville
- Commerical Sewing -- Martinsville
- Electronics -- Martinsville
- Masonry -- Martinsville
- Machine Shop/Metalworking -- Martinsville

Norton City

Business Education
Steno -- Burton
Clerk-Typist (Block) -- Burton

Petersburg

Business Education
Steno (Block) -- Petersburg
Clerk-Typist (Block) -- Petersburg
Data Processing -- Petersburg
Office Services -- Petersburg

Distributive Education
General Marketing -- Pre-Technical School, Peabody, Petersburg

Health Education
General Program -- Petersburg, Peabody

Occupational Home Economics
Child Care Occupations -- Petersburg
Food Occupations -- Petersburg
Occupational Home Economics for Handicapped -- Peabody

Trade and Industrial
Auto Mechanics -- Petersburg
Building Trades -- Petersburg
Drafting -- Petersburg
Electricity -- Petersburg
Electronics -- Petersburg
I.C.T. -- Petersburg
Industrial Maintenance Mechanics -- Petersburg
Plumbing -- Petersburg

Radford City

Business Education
Clerk-Typist (Block) -- Radford

Distributive Education
General Marketing -- Radford

Health Education
Nursing Assistant -- Radford

Trade and Industrial
Drafting -- Radford
Electricity -- Radford
Machine Shop -- Radford

Staunton

Business Education
Clerk-Typist (Block) -- Lee

Distributive Education
General Marketing -- Lee

Waynesboro

Business Education
Steno -- Waynesboro
Clerk-Typist (Block) -- Waynesboro

Trade and Industrial
I.C.T. -- Waynesboro

Winchester

Business Education
Clerk-Typist (Block) -- Handley

Distributive Education
General Marketing -- Handley

PRIME SPONSOR X: BALANCE OF STATE BY TOWNS

Town of Cape Charles

Business Education
Clerical -- Cape Charles

Town of Colonial Beach

Business Education
Clerk-Typist (Block) -- Colonial Beach

Trade and Industrial
I.C.T. -- Colonial Beach

Town of Fries

Business Education
Clerical -- Fries
Bookkeeping -- Fries

Trade and Industrial
I.C.T. -- Fries
Metal Trades -- Fries

Town of West Point

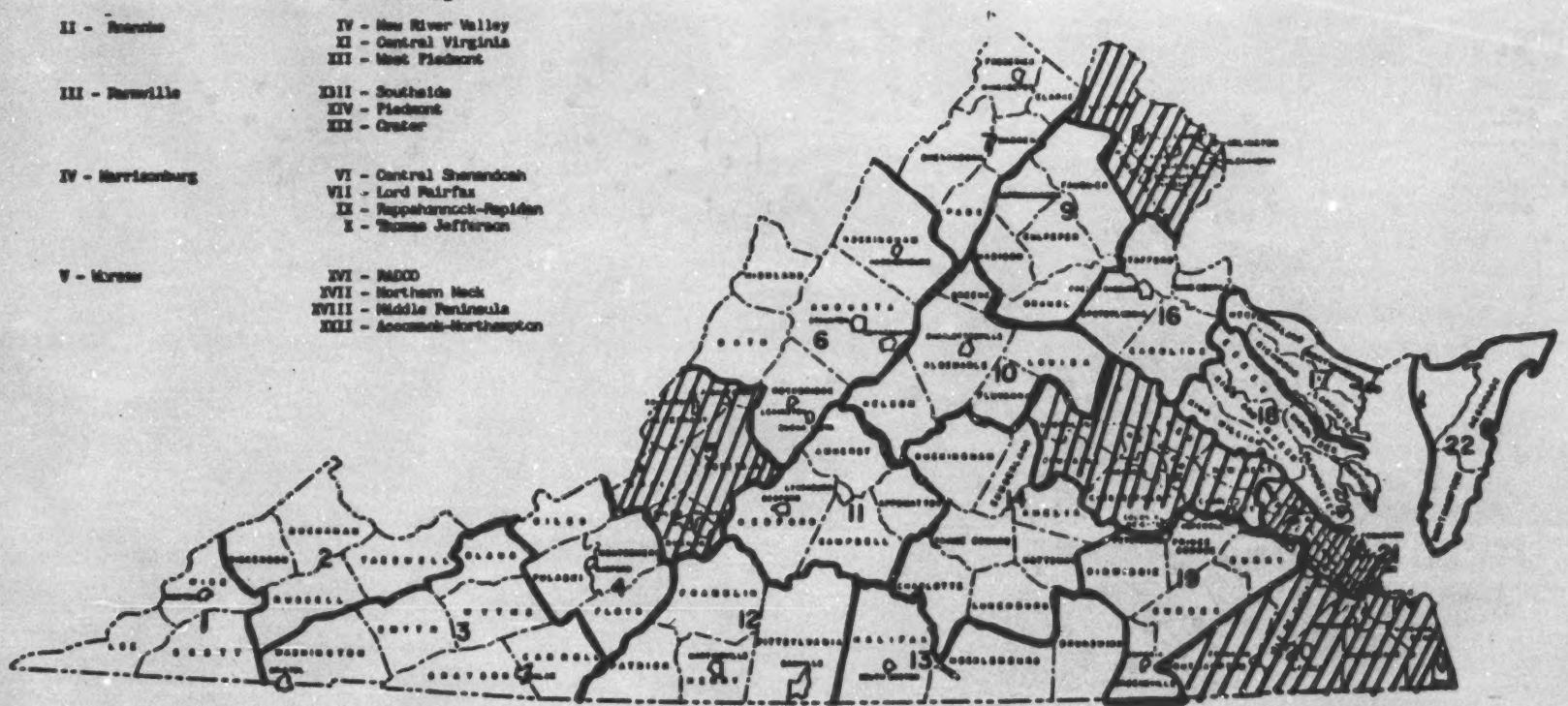
Agriculture
Agriculture Science and Mechanics -- West Point
Natural Resource Management -- West Point

Business Education
Clerk-Typist (Block) -- West Point

Distributive Education
General Marketing -- West Point

AREA MANPOWER PLANNING COUNCIL BOUNDARIES

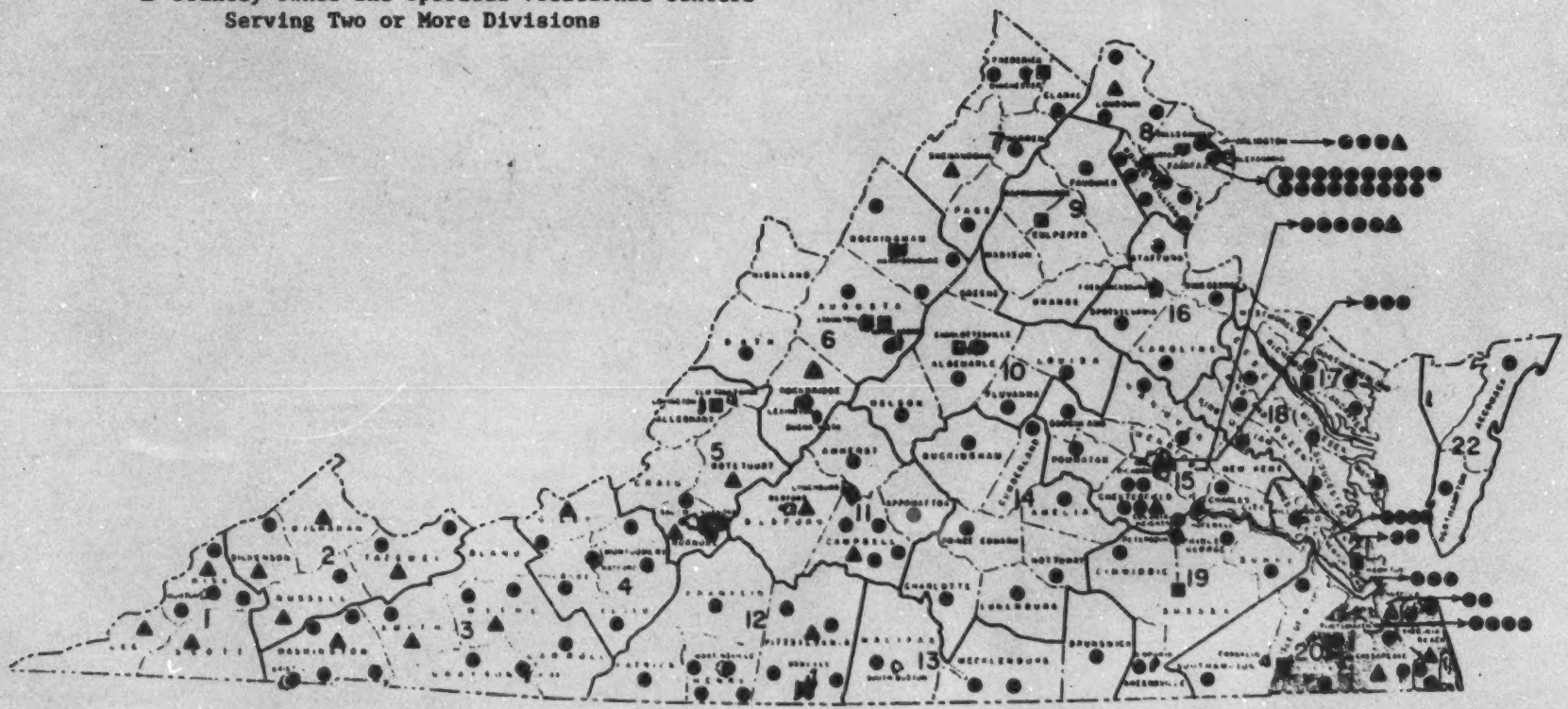
Regional Operations Center	New MPC's
I - Abingdon	I - Lenowisco
	II - Cumberland Plateau
	III - Mount Rogers
II - Roanoke	IV - New River Valley
	XI - Central Virginia
	XII - West Piedmont
III - Danville	XIII - Southside
	XIV - Piedmont
	XIX - Crater
IV - Harrisonburg	VI - Central Shenandoah
	VII - Lord Fairfax
	IX - Rappahannock-Rapidan
	X - Thomas Jefferson
V - Hiroom	XVI - RADCO
	XVII - Northern Neck
	XVIII - Middle Peninsula
	XXII - Accomack-Northampton



● Comprehensive High Schools

▲ Vocational Centers Serving One School Division

■ Jointly Owned and Operated Vocational Centers Serving Two or More Divisions



Map showing the location of 207 secondary schools offering five or more occupational programs on the same site.

The bold lines and numbers refer to Planning Districts.

VIRGINIA COMMUNITY COLLEGES, LOCATIONS, AND SERVICE REGIONS

BR **BLUE RIDGE**
Weyers Cave

CV **CENTRAL VIRGINIA**
Lynchburg

DSL **DABNEY S. LANCASTER**
Clifton Forge

D **DANVILLE**
Danville

ES **EASTERN SHORE**
Melfa

G **GERMANNA**
Locust Grove

JSR **J. SARGEANT REYNOLDS**
Downtown Campus
Richmond
Parham Road Campus
Henrico County

JT **JOHN TYLER**
Chester

LF **LORD FAIRFAX**
Middletown

ME **MOUNTAIN EMPIRE**
Big Stone Gap

NR **NEW RIVER**
Dublin

NV **NORTHERN VIRGINIA**
Alexandria Campus
Annandale Campus
Loudoun Campus
Manassas Campus
Woodbridge Campus

PH **PATRICK HENRY**
Martinsville

PDC **PAUL D. CAMP**
Franklin

PV **PIEDMONT VIRGINIA**
Charlottesville

R **RAPPAHANNOCK**
North Campus
Warsaw
South Campus
Glenns

Ss **SOUTHSIDE VIRGINIA**
Christanna Campus
Alberta
John H. Daniel Campus
Keysville

Sw **SOUTHWEST VIRGINIA**
Richlands

TN **THOMAS NELSON**
Hampton

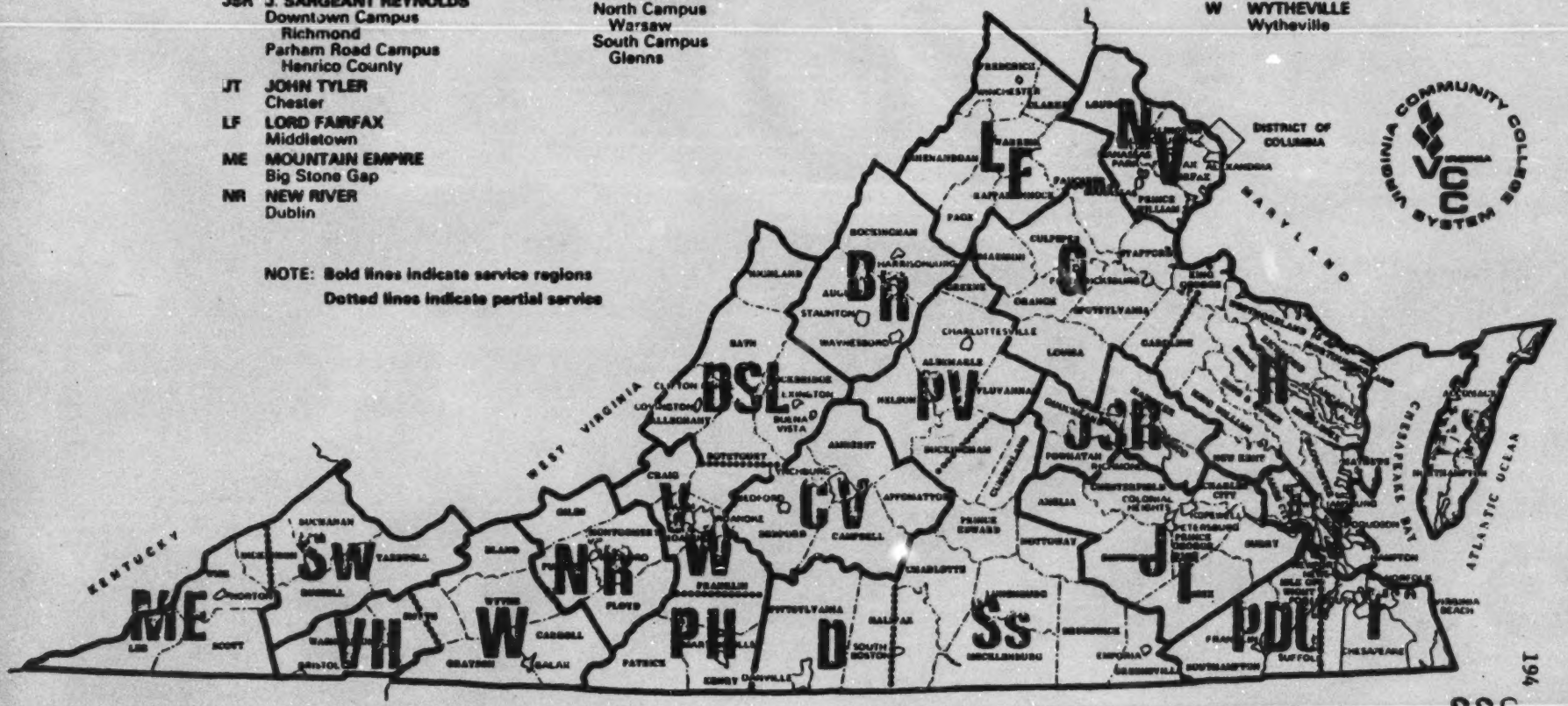
T **TIDEWATER**
Chesapeake Campus
Chesapeake
Frederick Campus
Portsmouth
Norfolk Skills Center
Norfolk
Virginia Beach Campus
Virginia Beach

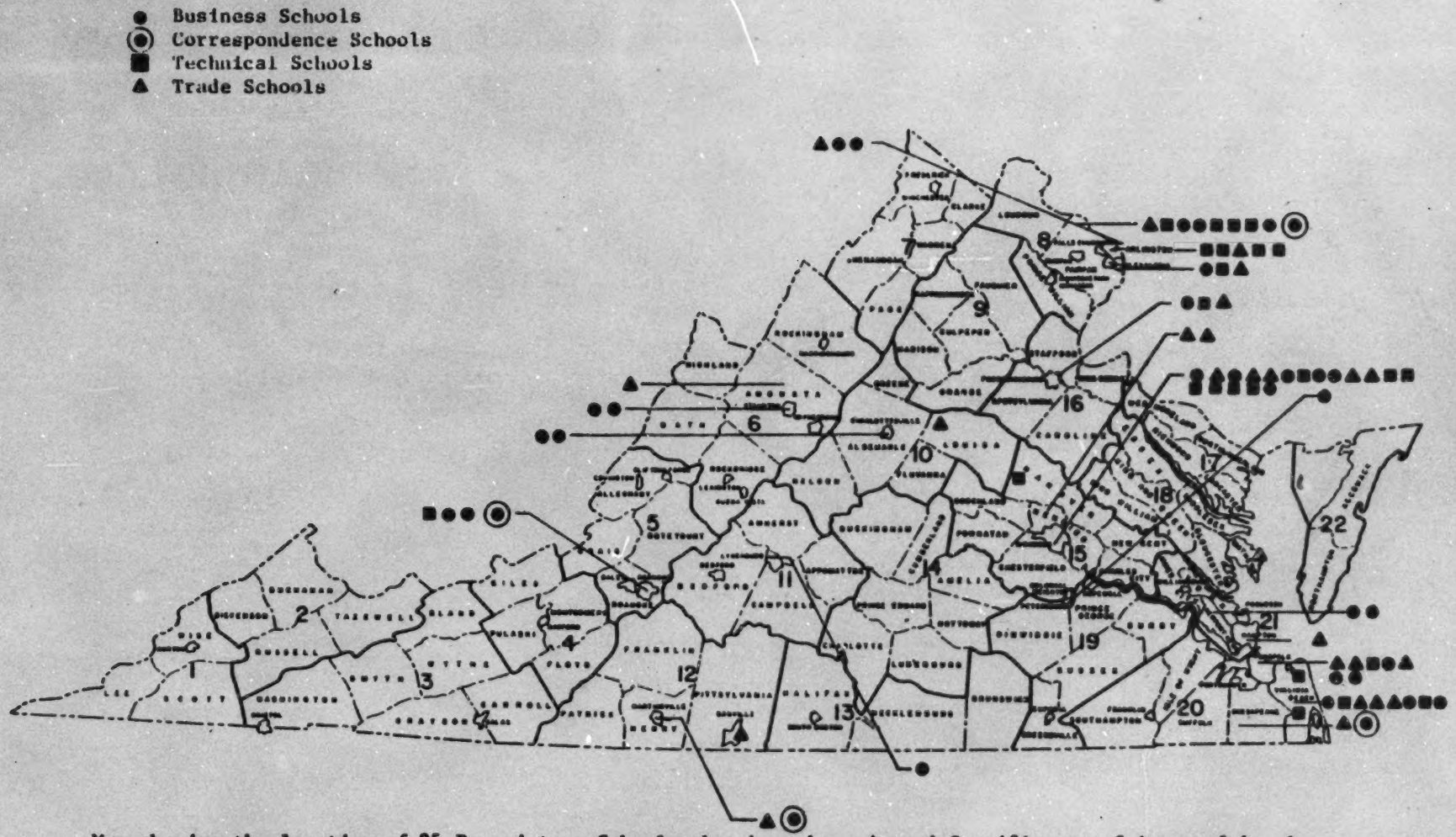
VH **VIRGINIA HIGHLANDS**
Abingdon

VW **VIRGINIA WESTERN**
Roanoke

W **WYTHEVILLE**
Wytheville

NOTE: **Bold lines indicate service regions**
Dotted lines indicate partial service





Map showing the location of 85 Proprietary Schools that have been issued Certificates of Approval by the State Board of Education that are classified as either correspondence schools, business schools, trade schools or technical schools.

195

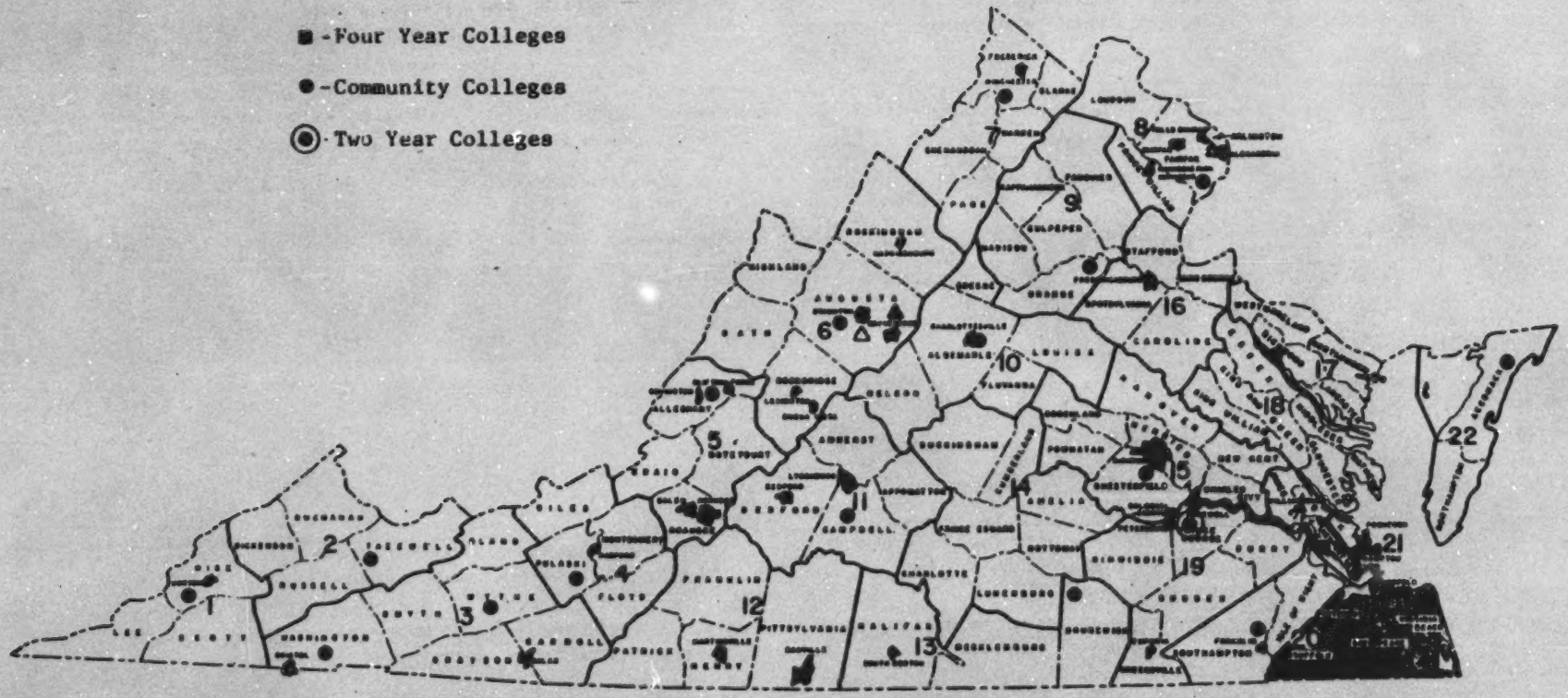
▲ - Rehabilitation Center

△ - Schools for the Deaf and Blind

■ - Four Year Colleges

● - Community Colleges

◉ - Two Year Colleges



Map showing the location and the classification of other institutions providing vocational education that are classified as rehabilitation centers, four year colleges, community colleges, two year colleges, and schools for the deaf and blind.

Numbers 1-22 identify the Virginia Planning Districts as designated by bold lines.

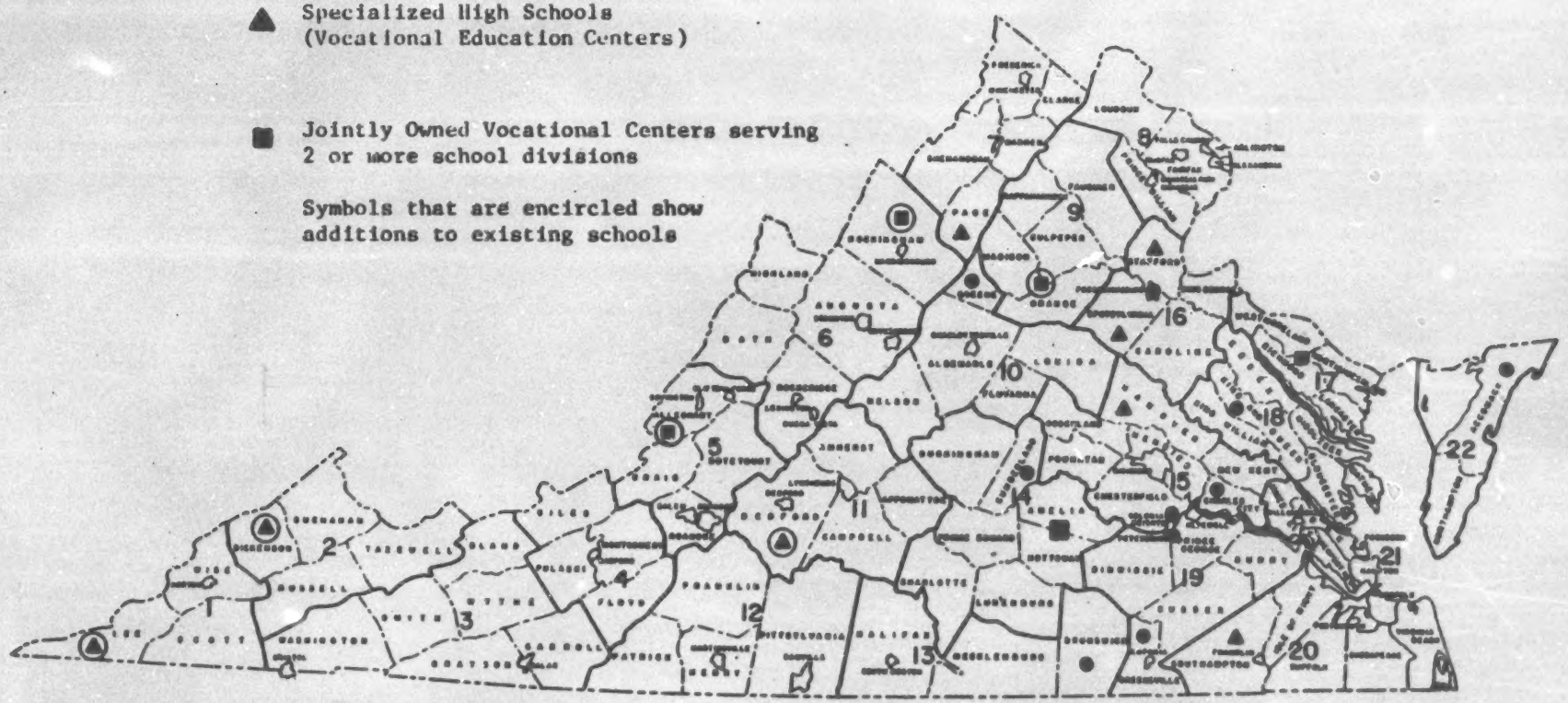
196

● Comprehensive H. S. Voc. Department

▲ Specialized High Schools
(Vocational Education Centers)

■ Jointly Owned Vocational Centers serving
2 or more school divisions

Symbols that are encircled show
additions to existing schools



Map showing the location and classification of vocational departments for comprehensive high schools and specialized high schools (vocational education centers) that are planned for construction as soon as funds are available or are under construction at the present time.

Numbers 1--22 identify the Virginia Planning Districts as designated by bold lines.

197

CITIES

BUENA Vista

Chesapeake

Franklin

Hampton

Manassas Park

Poquoson

Portsmouth

Suffolk

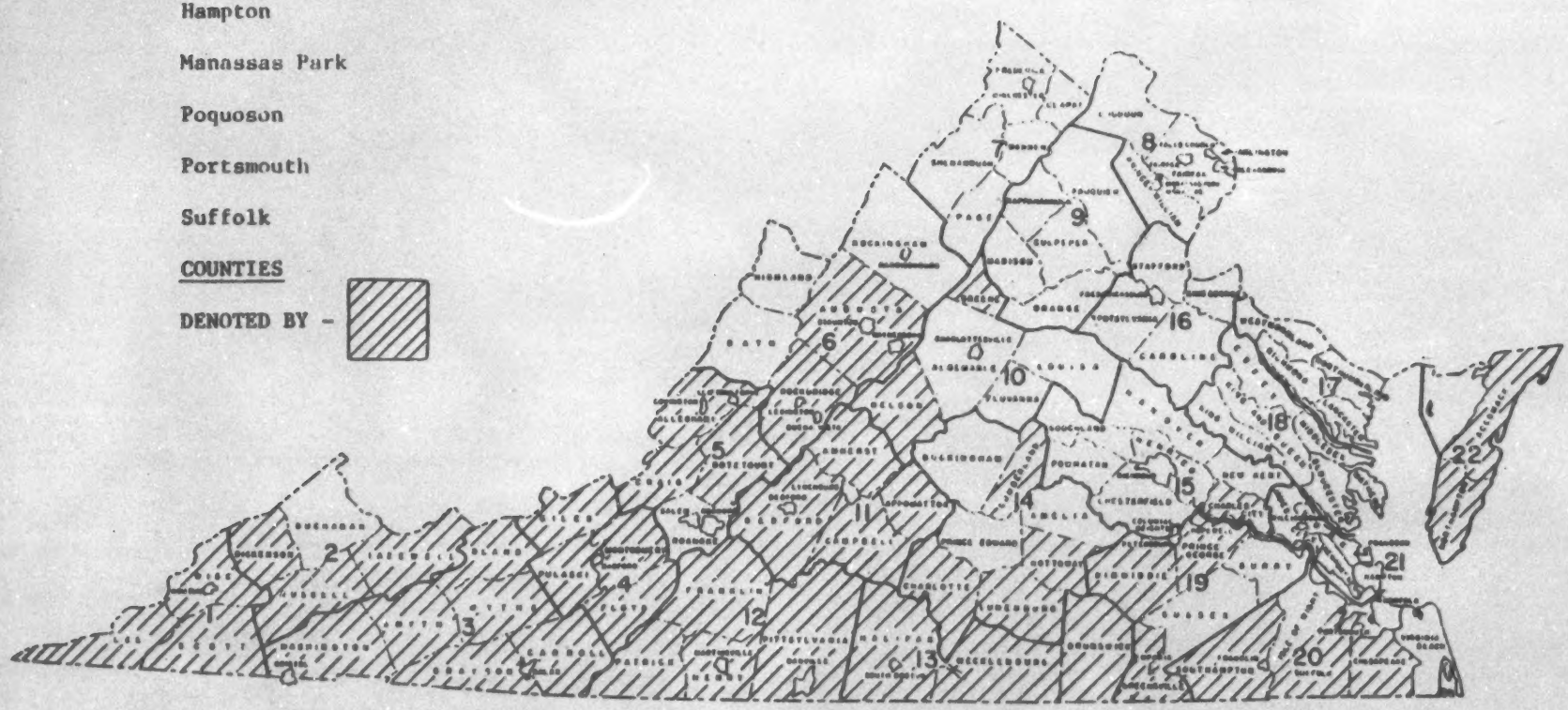
TOWNS

CAPE CHARLES

FRIES

COUNTIES

DENOTED BY -



Map showing the 54 divisions that are the most economically depressed. These school divisions have been identified as having the least ability to provide resources based on local property values, personal income, and sales tax earmarked for education.

Numbers 1-22 identify the Virginia Planning Districts as designated by bold lines.

198

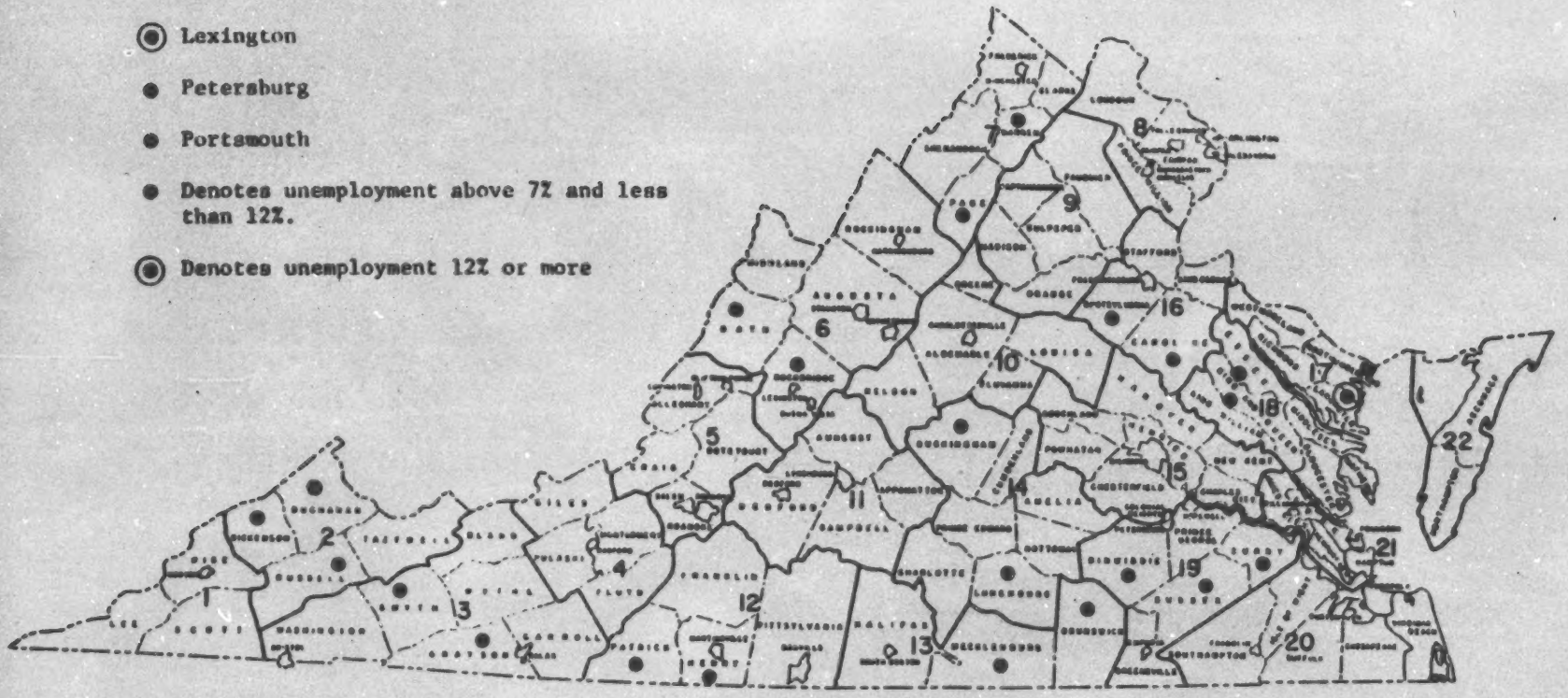
CITIES

- Buena Vista
- Falls Church
- Fredericksburg
- Lexington
- Petersburg
- Portsmouth

TOWNS

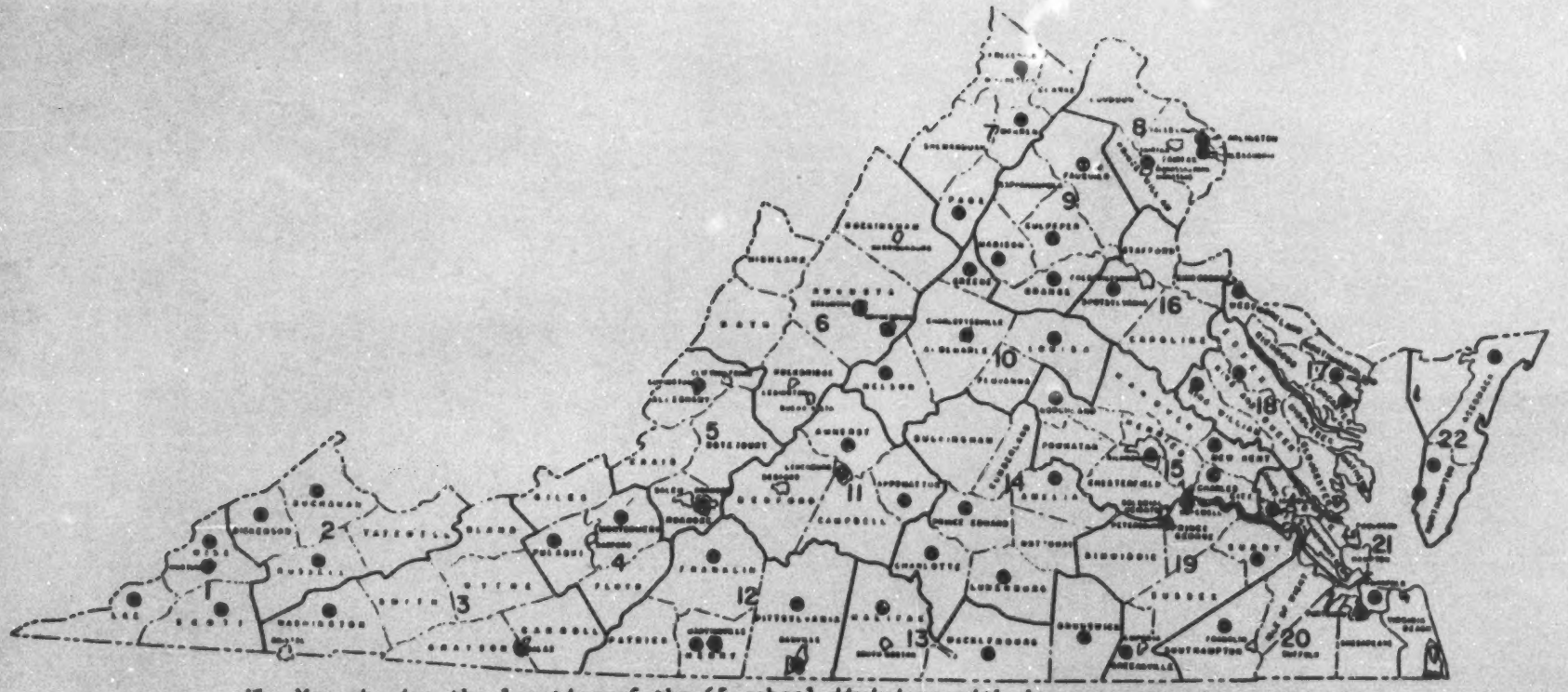
- Fries

- Denotes unemployment above 7% and less than 12%.
- Denotes unemployment 12% or more



Map showing the location of the 31 school divisions with the highest rate of unemployment. These percentages were provided by the State Employment Commission in its most recent report.

Numbers 1-22 identify the Virginia Planning Districts as designated by bold lines.



Map 1 Map showing the location of the 65 school divisions with dropout rates in excess of the overall state school dropout rate of 5.6%.

Number 1-22 identify the Virginia Planning Districts as designated by bold lines.

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